Eau Claire
PARKS, RECREATION, & FORESTRY
Live Life Better

City of Eau Claire
Community Services Department - Parks, Recreation, & Forestry

(CAPRA 6.0)

Comprehensive Recreation Program Plan

Five Year Plan 2018 – 2022

Approved By: City Council
February 2018

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Recreation Provider Inventory

Eau Claire Recreation Division Programs & Events		Program Category						Classification					Season Registration & Participation				Nature of Activity					Age					
Organization/Business Name	Activity	Youth Activities	Adult Activities	Special Populations	Family Activities	Spectator Activity/Event	Aquatics	Cultural	Educational	Physical Development/Fitness/Wellness	Social	Sport/Athletics	Fall	Winter	Spring	Summer	Public/Non-Profit	Private	Individual	Active	Passive	Preschool 0-4	Youth 5-12	Teen 13-17	Adult 18-54	Older Adult 55+	Special Populations
		81	88	25	27	35	11	7	33	24	17	49	97	88	102	110	54	66	63	89	35	36	76	85	88	72	26
Action City	Amusement	1	1	1	1						1		1	1	1	1		1	1	1			1	1	1		1
Benny Ha Ha	Art		1						1				1	1	1	1		1	1		1				1	1	
Cheers Pablo	Art		1						1		1		1	1	1	1		1	1		1				1	1	
Michaels	Art	1	1						1				1	1	1	1		1	1		1				1	1	
Hirshfields	Art		1						1				1	1	1	1		1	1		1				1	1	
Rising Moon Arts Studio	Art		1						1				1	1	1	1		1	1		1				1	1	
Caradori Pottery	Art		1						1				1	1	1	1		1	1		1				1	1	
Da Vincis Workshop	Art	1							1				1	1	1	1		1			1	1	1	1			
The Paint Shack	Art		1						1				1	1	1	1		1	1		1						
Craving Canvas & Ceramic Studio	Art	1	1						1				1	1	1	1		1	1		1						
Indoor Sports Center	Athletics	1	1			1					1		1	1	1	1		1		1			1	1	1	1	
Babe Ruth	Baseball	1				1						1	1		1	1	1			1			1	1			
American Legion	Baseball	1	1			1						1				1	1			1					1		
National Little League	Baseball	1				1						1			1	1	1			1		1	1	1			
American Little League	Baseball	1				1						1			1	1	1			1		1	1	1			
Lowes Creek Little League	Baseball	1				1						1			1	1	1			1		1	1	1			
Seymour Baseball	Baseball	1				1						1			1	1	1			1		1	1	1			
Express Baseball LLC	Baseball		1	1	1	1						1				1		1			1				1		
Cavaliers Baseball	Baseball		1	1	1	1						1				1	1				1				1		
Eau Claire Bears	Baseball		1			1						1				1	1			1					1		
Eau Claire Rivermen	Baseball		1			1						1				1	1			1					1		
Miracle League	Baseball	1		1		1						1				1	1			1							
Hensley Baseball	Baseball	1										1	1	1	1	1		1	1	1							
Hallie Baseall	Baseball	1				1						1			1	1	1			1		1	1	1			
CORBA	Biking	1	1									1	1	1	1	1	1		1	1				1	1	1	
Wagners Bowling Alley	Bowling	1	1	1	1						1		1	1	1	1		1	1	1		1	1	1	1	1	1
Bowlwinkles	Bowling	1	1	1	1						1		1	1	1			1	1	1		1	1	1	1	1	1
Eau Claire Pickleball	Club		1									1	1	1	1	1	1			1					1	1	
Pure Water Paddlers	Club		1								1		1	1	1	1	1		1	1					1	1	
Indianhead Track Club	Club		1									1	1		1	1	1		1	1					1	1	
Eau Claire County Expo Center	Curling		1									1	1	1			1			1				1	1	1	1
Dance School	Dance	1							1				1	1	1	1		1		1		1	1	1			
Goggins School of Dance	Dance		1						1				1	1	1	1		1	1	1					1	1	
Arthur Murray Dance Studio	Dance	1							1				1	1	1	1		1	1	1			1	1	1	1	
Danz Kraze	Dance	1							1				1	1	1	1		1	1	1			1	1			
Diamond School of Dance	Dance	1							1				1	1	1	1		1	1	1			1	1	1	1	
Eau Claire City Dog Park	Dog Exercise	1	1	1	1						1		1	1	1	1	1		1	1		1	1	1	1	1	1
Beaver Creek Nature Preserve	Environmental	1	1	1	1				1				1	1	1	1	1		1	1	1	1	1	1	1	1	1
Golds Gym	Fitness		1				1			1			1	1	1	1		1		1			1	1	1	1	
Highland Fitness	Fitness		1							1			1	1	1	1		1		1					1	1	
Curves	Fitness		1							1			1	1	1	1		1		1					1	1	
Anytime Fitness	Fitness		1							1			1	1	1	1		1	1	1					1	1	
Planet Fitness	Fitness		1							1			1	1	1	1		1	1	1					1	1	
Snap Fitness	Fitness		1							1			1	1	1	1		1	1	1					1	1	
Momentum Fitness	Fitness	1	1							1			1	1	1	1		1	1	1			1	1	1	1	
Sport Warehouse	Fitness	1	1							1			1	1	1	1		1	1	1			1	1	1		
Cross Fit 715	Fitness	1	1							1			1	1	1	1		1	1	1		1	1	1	1	1	
Fit Elite	Fitness	1	1							1			1	1	1	1		1	1	1		1	1	1	1	1	
Rog City Fitness	Fitness	1	1	1						1			1	1	1	1		1	1	1			1	1	1	1	1
Burn Bootcamp	Fitness		1							1			1	1	1	1		1	1	1				1	1		
9 Round Fitness	Fitness		1							1			1	1	1	1		1	1	1				1	1		
Pure Fitness 4 You	Fitness		1							1			1	1	1	1		1	1	1				1	1		
Phenomenon Fittness	Fitness		1							1			1	1	1	1		1	1	1				1	1		
Pinehurst Fitness	Fitness		1							1			1	1	1	1		1	1	1				1	1		
3D Fitness	Fitness		1							1			1	1	1	1		1	1	1				1	1		
Predators Football	Football		1			1						1			1	1		1			1						
Princeton Valley Golf Course	Golf	1	1									1	1		1	1		1	1	1			1	1	1	1	
Mill Run Golf Course	Golf	1	1									1	1		1	1		1	1	1			1	1	1	1	
Pine Meadow Golf Course	Golf	1	1									1	1		1	1		1	1	1			1	1	1	1	
Hickory Hills Golf Course	Golf	1	1									1	1		1	1		1	1	1			1	1	1	1	
Hallie Golf Course	Golf	1	1									1	1		1	1		1	1	1			1	1	1	1	
Wild Ridge Golf Course	Golf		1									1	1		1	1		1	1	1			1	1	1	1	

Eau Claire Country Club	Golf	1	1				1					1	1		1	1		1	1	1			1	1	1	1	
YMCA Gymnastics Center	Gymnatics	1							1				1	1	1	1	1				1			1	1			
Exceptional Athletics @ Banbury	Gymnatics	1										1	1	1	1	1		1	1	1			1	1	1			
Ultimate Performance Gymnastics	Gymnatics	1										1	1	1	1	1		1	1	1				1	1			
Mayo Clinic Health Systems	Health		1						1				1	1	1	1		1			1			1	1	1		
Sacred Heart Hospital	Health		1						1				1	1	1	1		1			1			1	1	1		
Marshfield Clinic	Health		1						1				1	1	1	1		1			1				1	1		
Eau Claire Youth Hockey Organization	Hockey	1										1	1	1			1			1				1	1			
Chippewa Valley Girls Hockey	Hockey	1										1	1	1			1			1				1	1			
Horseshoe Clubhouse	Horseshoe		1			1						1			1	1	1		1	1						1	1	
Hobbs Ice Center - Altoona	Ice Skating	1				1						1	1	1			1			1				1	1	1	1	
Hobbs Ice Center - Eau Calire	Ice Skating	1				1						1	1	1	1	1	1			1								
Eau Claire Figure Skating Club	Ice Skating	1				1			1				1	1	1	1	1		1	1		1	1	1	1			
Chippewa Falls Ice Arena	Ice Skating	1				1						1	1	1			1			1				1	1	1	1	
LE Phillips Library	Library	1	1	1	1				1				1	1	1	1	1				1	1	1	1	1	1	1	1
Karate America	Martial Arts	1	1							1			1	1	1	1		1	1	1			1	1	1	1		
One Tree Martial Arts	Martial Arts	1	1							1			1	1	1	1		1	1	1			1	1	1	1		
AKF Marial Arts Academy	Martial Arts	1	1							1			1	1	1	1		1	1	1			1	1	1	1		
Garrison Mixed Martial Arts	Martial Arts	1	1							1			1	1	1	1		1	1	1			1	1	1	1		
Ju's Tae Kwon Do	Martial Arts	1	1							1			1	1	1	1		1	1	1			1	1	1	1		
Micon Cinema	Movies	1	1	1	1	1					1		1	1	1	1		1			1	1	1	1	1	1	1	1
Budget Theater	Movies	1	1	1	1	1					1		1	1	1	1		1			1	1	1	1	1	1	1	1
Drive In	Movies	1	1	1	1	1					1				1	1		1			1	1	1	1	1	1	1	1
Carmike Cinema	Movies	1	1	1	1	1					1		1	1	1	1		1			1	1	1	1	1	1	1	1
Childrens Museum	Museum	1			1				1				1	1	1	1	1			1		1	1					1
Paul Bunyan Logging Camp	Museum	1	1	1	1			1					1	1	1	1	1				1	1	1	1				1
Chippewa Valley Museum	Museum	1	1	1	1			1					1	1	1	1	1				1	1	1	1	1	1	1	1
Sharp Photography	Photography		1						1				1	1	1	1		1	1		1				1	1		
Giles Photography	Photography		1						1				1	1	1	1		1	1		1				1	1		
Best Buy	Photography		1						1				1	1	1	1		1	1		1				1	1		
Chippewa Valley Railroad	Railroad	1	1	1	1			1					1			1	1				1	1	1	1	1	1	1	1
High Roller	Roller Skating	1	1	1	1						1		1	1	1	1		1		1			1	1	1			
Picture This	Scrapbooking		1						1				1	1	1	1		1	1		1				1	1		
Down Memory Lane	Scrapbooking		1						1				1	1	1	1		1	1		1				1	1		
LE Phillips Senior Center	Senior Center		1								1		1	1	1	1	1			1	1					1		
Flying Eagles Ski Club	Snow Skiing	1	1									1		1			1		1	1				1	1	1		
Eau Claire Youth Ski League	Snow Skiing	1										1		1			1		1	1				1	1			
Eau Claire Ski Striders	Snow Skiing	1	1									1		1			1		1	1				1	1	1	1	
Chippewa Valley Soccer Organization	Soccer	1				1						1	1		1		1			1		1		1	1			
Eau Claire United	Soccer	1				1						1	1		1	1	1			1				1	1			
Seymour Softball	Softball	1				1						1			1	1	1			1		1		1	1			
Eau Claire Girls Softball	Softball	1				1						1			1	1	1			1				1	1			
Hallie Softball	Softball	1				1						1			1	1	1			1				1	1			
Metropolis	Swimming	1	1	1	1		1				1		1	1	1	1		1		1		1	1	1	1			1
Fairfax Pool - Eau Claire	Swimming	1	1	1	1		1				1					1	1			1		1	1	1	1	1	1	1
Eau Claire Aquatic Club	Swimming	1					1					1				1	1		1	1				1	1			
YMCA Marlins Swim Team	Swimming	1					1					1	1	1	1	1	1		1	1				1	1			
YMCA Tennis Center	Tennis	1	1						1			1	1	1	1	1	1		1	1				1	1	1	1	
Eau Claire Regional Art Center	Theater	1	1		1	1		1					1	1	1	1	1				1	1	1	1	1	1	1	1
Childrens Theater	Theater	1	1		1	1		1					1	1	1	1	1				1	1	1	1	1	1	1	1
Theater Guild	Theater	1	1					1					1	1	1	1	1				1	1	1	1	1	1	1	1
Eau Claire YMCA	Various	1	1	1	1	1	1		1			1	1	1	1	1	1			1		1	1	1	1	1	1	1
UWEC Athletic Camps	Various	1														1	1			1			1	1				
Eau Claire County Parks	Various	1	1	1	1		1			1	1		1	1	1	1	1			1	1	1	1	1	1	1	1	1
Altoona Parks & Recreation	Various	1	1		1	1			1			1	1	1	1	1	1			1			1	1	1	1		
Chippewa Falls Parks & Recreatrion	Various	1	1	1	1	1	1		1			1	1	1	1	1	1			1		1	1	1	1	1	1	1
Eau Claire Parks, Recreation, & Forestry	Various	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1		1	1	1	1	1	1	1	1	1	1
Menomonie Parks & Recreation	Various	1	1	1	1	1	1		1			1	1	1	1	1	1			1		1	1	1	1	1		

Eau Claire Recreation Division Programs & Events			Skill Level			Community Parks & Facilities													Neighborl					
Organization/Business Name	Activity	Family	Beginner	Intermediate	Advanced	Fairfax Park/Pool	Hobbs Ice center	Boyd Park	Carson Park	Jeffers Park	Mt Simon Park	Owen Park	Phoenix Park	Riverview Park	Rod & Gun Park	Soccer Park	UWEC Bollinger Field Complex	Zephyr Hill Park	Cameron Neighborhood Park	Demmler Neighborhood Park	Grover Heights Neighborhood Park	Kessler Neighborhood Park	Lakeshore Neighborhood Park	McDonough Neighborhood Park
		29	85	27	10	4	6	1	11		1	1	0	0	0	3	7	0	1	0	0	1	0	1
Action City	Amusement	1	1																					
Benny Ha Ha	Art		1																					
Cheers Pablo	Art		1																					
Michaels	Art		1																					
Hirshfields	Art		1																					
Rising Moon Arts Studio	Art		1																					
Caradori Pottery	Art		1																					
Da Vincis Workshop	Art		1																					
The Paint Shack	Art		1																					
Craving Canvas & Ceramic Studio	Art		1																					
Indoor Sports Center	Athletics	1		1																				
Babe Ruth	Baseball			1							1													
American Legion	Baseball				1				1								1							
National Little League	Baseball		1							1														
American Little League	Baseball		1			1																		
Lowes Creek Little League	Baseball		1																					
Seymour Baseball	Baseball		1																					
Express Baseball LLC	Baseball				1				1								1							
Cavaliers Baseball	Baseball				1				1								1							
Eau Claire Bears	Baseball				1				1								1							
Eau Claire Rivermen	Baseball				1				1															
Miracle League	Baseball		1							1														
Hensley Baseball	Baseball				1																			
Hallie Baseall	Baseball		1																					
CORBA	Biking			1																				
Wagners Bowling Alley	Bowling	1	1																					
Bowlwinkles	Bowling	1	1																					1
Eau Claire Pickleball	Club			1																				
Pure Water Paddlers	Club			1																				
Indianhead Track Club	Club			1																				
Eau Claire County Expo Center	Curling			1																				
Dance School	Dance		1																					
Goggins School of Dance	Dance		1				1																	
Arthur Murray Dance Studio	Dance			1																				
Danz Kraze	Dance		1																					
Diamond School of Dance	Dance			1																				
Eau Claire City Dog Park	Dog Exercise	1	1																					
Beaver Creek Nature Preserve	Environmental	1	1					-																
Golds Gym	Fitness			1																				
Highland Fitness	Fitness			1																				
Curves	Fitness			1																				
Anytime Fitness	Fitness		1																					
Planet Fitness	Fitness		1																					
Snap Fitness	Fitness		1																					
Momentum Fitness	Fitness			1																				
Sport Warehouse	Fitness			1																				
Cross Fit 715	Fitness				1																			
Fit Elite	Fitness				1																			
Rog City Fitness	Fitness		1																					
Burn Bootcamp	Fitness		1																					
9 Round Fitness	Fitness		1																					
Pure Fitness 4 You	Fitness		1																					
Phenomenon Fittness	Fitness		1																					
Pinehurst Fitness	Fitness		1																					
3D Fitness	Fitness		1																					
Predators Football	Football	1		1					1															
Princeton Valley Golf Course	Golf		1																					
Mill Run Golf Course	Golf		1																					
Pine Meadow Golf Course	Golf		1																					
Hickory Hills Golf Course	Golf		1																					
Hallie Golf Course	Golf		1																					
Wild Ridge Golf Course	Golf				1																			

Eau Claire Country Club	Golf			1																					
YMCA Gymnastics Center	Gymnatics			1																					
Exceptional Athletics @ Banbury	Gymnatics		1																						
Ultimate Performance Gymnastics	Gymnatics			1																					
Mayo Clinic Health Systems	Health		1																						
Sacred Heart Hospital	Health		1																						
Marshfield Clinic	Health		1																						
Eau Claire Youth Hockey Organization	Hockey			1			1																		
Chippewa Valley Girls Hockey	Hockey		1				1																		
Horseshoe Clubhouse	Horseshoe			1					1																
Hobbs Ice Center - Altoona	Ice Skating	1	1																						
Hobbs Ice Center - Eau Calire	Ice Skating		1				1																		
Eau Claire Figure Skating Club	Ice Skating		1				1																		
Chippewa Falls Ice Arena	Ice Skating	1	1																						
LE Phillips Library	Library		1																						
Karate America	Martial Arts		1																						
One Tree Martial Arts	Martial Arts		1																						
AKF Marial Arts Academy	Martial Arts		1																						
Garrison Mixed Martial Arts	Martial Arts		1																						
Ju's Tae Kwon Do	Martial Arts		1																						
Micon Cinema	Movies	1	1																						
Budget Theater	Movies	1	1																						
Drive In	Movies	1	1																						
Carmike Cinema	Movies	1	1																						
Childrens Museum	Museum	1	1																						
Paul Bunyan Logging Camp	Museum	1	1						1																
Chippewa Valley Museum	Museum	1	1						1																
Sharp Photography	Photography		1																						
Giles Photography	Photography		1																						
Best Buy	Photography		1																						
Chippewa Valley Railroad	Railroad	1	1						1																
High Roller	Roller Skating	1	1																						
Picture This	Scrapbooking		1																						
Down Memory Lane	Scrapbooking		1																						
LE Phillips Senior Center	Senior Center		1																						
Flying Eagles Ski Club	Snow Skiing			1																					
Eau Claire Youth Ski League	Snow Skiing		1																						
Eau Claire Ski Striders	Snow Skiing			1																					
Chippewa Valley Soccer Organization	Soccer		1													1	1								
Eau Claire United	Soccer			1												1	1								
Seymour Softball	Softball		1																						
Eau Claire Girls Softball	Softball		1							1															
Hallie Softball	Softball		1																						
Metropolis	Swimming	1	1																						
Fairfax Pool - Eau Claire	Swimming	1	1			1																			
Eau Claire Aquatic Club	Swimming			1		1																			
YMCA Marlins Swim Team	Swimming			1																					
YMCA Tennis Center	Tennis		1																						
Eau Claire Regional Art Center	Theater	1	1																						
Childrens Theater	Theater	1	1																						
Theater Guild	Theater	1	1																						
Eau Claire YMCA	Various	1	1																						
UWEC Athletic Camps	Various			1																					
Eau Claire County Parks	Various	1	1																						
Altoona Parks & Recreation	Various	1	1																						
Chippewa Falls Parks & Recreatrion	Various	1	1																						
Eau Claire Parks, Recreation, & Forestry	Various	1	1	1	1	1	1	1	1			1				1	1		1			1			
Menomonie Parks & Recreation	Various	1	1																						

Eau Claire Recreation Division Programs & Events		Neighborhood Parks						Shelters @ Schools					Public Schools											
Organization/Business Name	Activity	Mitscher Neighborhood Park	Newell Neighborhood Park	North River Fronts Neighborhood Park	Oakwood Neighborhood Park	Pinehurst Neighborhood Park	Sundet Neighborhood Park	Flynn School Shelter	Manz Shelter	Putnam Heights Shelter	Roosevelt Shelter	Sam Davey Shelter	Memorial High School	North High School	DeLong Middle School	Northstar Middle School	South Middle School	Flynn Elementary School	Lakeshore Elementary School	Locust Lane Elementary School	Longfellow Elementary School	Manz Elementary School	Meadowview Elementary School	Northwoods Elementary School
		1	1	0	1	1	1	1	1	1	1	1	0	1	3	1	2	1	1	1	1	1	0	1
Action City	Amusement																							
Benny Ha Ha	Art																							
Cheers Pablo	Art																							
Michaels	Art																							
Hirshfields	Art																							
Rising Moon Arts Studio	Art																							
Caradori Pottery	Art																							
Da Vincis Workshop	Art																							
The Paint Shack	Art																							
Craving Canvas & Ceramic Studio	Art																							
Indoor Sports Center	Athletics																							
Babe Ruth	Baseball																							
American Legion	Baseball																							
National Little League	Baseball																							
American Little League	Baseball																							
Lowes Creek Little League	Baseball																							
Seymour Baseball	Baseball																							
Express Baseball LLC	Baseball																							
Cavaliers Baseball	Baseball																							
Eau Claire Bears	Baseball																							
Eau Claire Rivermen	Baseball																							
Miracle League	Baseball																							
Hensley Baseball	Baseball																							
Hallie Baseall	Baseball																							
CORBA	Biking																							
Wagners Bowling Alley	Bowling																							
Bowlwinkles	Bowling																							
Eau Claire Pickleball	Club														1									
Pure Water Paddlers	Club																							
Indianhead Track Club	Club																							
Eau Claire County Expo Center	Curling																							
Dance School	Dance																							
Goggins School of Dance	Dance														1									
Arthur Murray Dance Studio	Dance																							
Danz Kraze	Dance																							
Diamond School of Dance	Dance																							
Eau Claire City Dog Park	Dog Exercise																							
Beaver Creek Nature Preserve	Environmental																							
Golds Gym	Fitness																							
Highland Fitness	Fitness																							
Curves	Fitness																							
Anytime Fitness	Fitness																							
Planet Fitness	Fitness																							
Snap Fitness	Fitness																							
Momentum Fitness	Fitness																							
Sport Warehouse	Fitness																							
Cross Fit 715	Fitness																							
Fit Elite	Fitness																1							
Rog City Fitness	Fitness																							
Burn Bootcamp	Fitness																							
9 Round Fitness	Fitness																							
Pure Fitness 4 You	Fitness																							
Phenomenon Fittness	Fitness																							
Pinehurst Fitness	Fitness																							
3D Fitness	Fitness																							
Predators Football	Football																							
Princeton Valley Golf Course	Golf																							
Mill Run Golf Course	Golf																							
Pine Meadow Golf Course	Golf																							
Hickory Hills Golf Course	Golf																							
Hallie Golf Course	Golf																							
Wild Ridge Golf Course	Golf																							

Eau Claire Country Club	Golf																							
YMCA Gymnastics Center	Gymnatics																							
Exceptional Athletics @ Banbury	Gymnatics																							
Ultimate Performance Gymnastics	Gymnatics																							
Mayo Clinic Health Systems	Health																							
Sacred Heart Hospital	Health																							
Marshfield Clinic	Health																							
Eau Claire Youth Hockey Organization	Hockey																							
Chippewa Valley Girls Hockey	Hockey																							
Horseshoe Clubhouse	Horseshoe																							
Hobbs Ice Center - Altoona	Ice Skating																							
Hobbs Ice Center - Eau Calire	Ice Skating																							
Eau Claire Figure Skating Club	Ice Skating																							
Chippewa Falls Ice Arena	Ice Skating																							
LE Phillips Library	Library																							
Karate America	Martial Arts																							
One Tree Martial Arts	Martial Arts																							
AKF Marial Arts Academy	Martial Arts																							
Garrison Mixed Martial Arts	Martial Arts																							
Ju's Tae Kwon Do	Martial Arts																							
Micon Cinema	Movies																							
Budget Theater	Movies																							
Drive In	Movies																							
Carmike Cinema	Movies																							
Childrens Museum	Museum																							
Paul Bunyan Logging Camp	Museum																							
Chippewa Valley Museum	Museum																							
Sharp Photography	Photography																							
Giles Photography	Photography																							
Best Buy	Photography																							
Chippewa Valley Railroad	Railroad																							
High Roller	Roller Skating																							
Picture This	Scrapbooking																							
Down Memory Lane	Scrapbooking																							
LE Phillips Senior Center	Senior Center																							
Flying Eagles Ski Club	Snow Skiing																							
Eau Claire Youth Ski League	Snow Skiing																							
Eau Claire Ski Striders	Snow Skiing																							
Chippewa Valley Soccer Organization	Soccer																							
Eau Claire United	Soccer																							
Seymour Softball	Softball																							
Eau Claire Girls Softball	Softball																							
Hallie Softball	Softball																							
Metropolis	Swimming																							
Fairfax Pool - Eau Claire	Swimming																							
Eau Claire Aquatic Club	Swimming																							
YMCA Marlins Swim Team	Swimming																							
YMCA Tennis Center	Tennis																							
Eau Claire Regional Art Center	Theater																							
Childrens Theater	Theater																							
Theater Guild	Theater																							
Eau Claire YMCA	Various																							
UWEC Athletic Camps	Various																							
Eau Claire County Parks	Various																							
Altoona Parks & Recreation	Various																							
Chippewa Falls Parks & Recreatrion	Various																							
Eau Claire Parks, Recreation, & Forestry	Various	1	1		1	1	1	1	1	1	1	1		1	1	1	1	1	1	1	1	1		1
Menomonie Parks & Recreation	Various																							

Eau Claire Recreation Division Programs & Events								Other Sites								
Organization/Business Name	Activity	Putnam Heights Elementary School	Robbins Elementary School	Roosevelt Elementary School	Sam Davey Elementary School	Sherman Elementary School	Mill Run Golf Course	Princeton Valley Golf Course	Pine Meadow Golf Course	YMCA	Other as Indicated	Street Address	City	Zip Code	Phone Number
		0	0	0	1	1	2	2	2	5	89				
Action City	Amusement										1	2402 Lorch Ave	Eau Claire	54701	715-838-9663
Benny Ha Ha	Art										1	204 S. Barstow St	Eau Claire	54701	715-833-9950
Cheers Pablo	Art										1	2839 Mall Drive #3A	Eau Claire	54701	715-536-3686
Michaels	Art										1	4154 Commonwealth Ave	Eau Claire	54701	715-831-0979
Hirshfields	Art										1	3640 Mall Dr	Eau Claire	54701	715-835-9914
Rising Moon Arts Studio	Art										1	S. 7760 Cty Tk F	Eau Claire	54701	715-858-5998
Caradori Pottery	Art										1	359 Ferry St	Eau Claire	54703	715-835-8860
Da Vincis Workshop	Art										1	930 Galloway Street Bldg #13	Eau Claire	54703	715-271-2712
The Paint Shack	Art										1	2524 Golf Toad #2C	Eau Claire	54701	715-3797377
Craving Canvas & Ceramic Studio	Art										1	2807 E Hamilton Ave	Eau Claire	54701	715-832-4048
Indoor Sports Center	Athletics										1	3456 Craig Rd	Eau Claire	54701	715-552-1200
Babe Ruth	Baseball											1000 N Eddy St	Eau Claire	54703	715-833-1530
American Legion	Baseball											634 Water St	Eau Claire	54703	715-834-4091
National Little League	Baseball											2000 Vine St	Eau Claire	54703	715-834-3528
American Little League	Baseball											Fairfax Fields	Eau Claire	54701	715-577-2082
Lowes Creek Little League	Baseball										1	2809 E Hamilton Ave	Eau Claire	54701	715-833-8633
Seymour Baseball	Baseball										1	6500 Tower Dr	Eau Claire	54703	multiple
Express Baseball LLC	Baseball											702 Carson Park Dr	Eau Claire	54701	715-514-3100
Cavaliers Baseball	Baseball											1812 Brackett Av	Eau Claire	54701	715-834-3520
Eau Claire Bears	Baseball											2853 W Wellington Dr	Eau Claire	54703	715-271-6267
Eau Claire Rivermen	Baseball											anelse@case.k12.wi.us	Eau Claire	54703	715-830-2271
Miracle League	Baseball											astandiford@goodwillncw.org	Eau Claire	54703	715-271-8667
Hensley Baseball	Baseball										1	331 Putname Street	Eau Claire	54703	715-895-8088
Hallie Baseall	Baseball										1	4902 117th St	Lake Hallie	54729	
CORBA	Biking										1	chippewaoffroad.org	Eau Claire	54701	no phone
Wagners Bowling Alley	Bowling										1	2159 Brackett Ave	Eau Claire	54701	715-833-6700
Bowlwinkles	Bowling										1	1616 N Clairmont Ave	Eau Claire	54701	715-552-0564
Eau Claire Pickleball	Club											chippewavalleypickleballclub.com	Eau Claire	54701	no phone
Pure Water Paddlers	Club										1	1520 Frederic Street	Eau Claire	54701	715-379-5386
Indianhead Track Club	Club										1	indianheadtc.org	Eau Claire	54701	no phone
Eau Claire County Expo Center	Curling										1	5530 Fairview Dr	Eau Claire	54701	715-839-3755
Dance School	Dance										1	306 Main Street	Eau Claire	54701	715-832-9900
Goggins School of Dance	Dance										1	3606 Curvue Rd	Eau Claire	54703	715-833-1879
Arthur Murray Dance Studio	Dance										1	401 S. Barstow	Eau Claire	54703	715-834-6166
Danz Kraze	Dance										1	800 Wisconsin St	Eau Claire	54703	715-832-3269
Diamond School of Dance	Dance										1	123 S Grahm Ave	Eau Claire	54701	715-577-1285
Eau Claire City Dog Park	Dog Exercise										1	4503 House Rd	Eau Claire	54701	email available
Beaver Creek Nature Preserve	Environmental										1	Cty Rd K	Fall Creek	54742	715-877-2212
Golds Gym	Fitness										1	3225 Lorch Ave	Eau Claire	54701	715-552-4570
Highland Fitness	Fitness										1	2405 Folsom St	Eau Claire	54703	715-833-2100
Curves	Fitness										1	1417 S Hastings Way	Eau Claire	54701	715-552-8783
Anytime Fitness	Fitness										1	2532 Golf Rd	Eau Claire	54701	715-831-8600
Planet Fitness	Fitness										1	3015 E Hamilton Ave	Eau Claire	54701	715-598-1602
Snap Fitness	Fitness										1	3445 E Hamilton Ave	Eau Claire	54701	715-830-9999
Momentum Fitness	Fitness										1	2615 London Rd	Eau Claire	54701	715-955-4319
Sport Warehouse	Fitness										1	2983 11th Street	Eau Claire	54703	715-514-5944
Cross Fit 715	Fitness										1	2615 London Road	Eau Claire	54701	715-955-4319
Fit Elite	Fitness										1	3420 Mall Drive #7	Eau Claire	54701	715-514-1264
Rog City Fitness	Fitness										1	rogcity.com	Eau Claire	54701	no phone
Burn Bootcamp	Fitness										1	3529 Gateway Drive	Eau Claire	54701	no phone
9 Round Fitness	Fitness										1	2217 Fairfax Street	Eau Claire	54701	715-225-3032
Pure Fitness 4 You	Fitness										1	1423 S Hastings Way	Eau Claire	54701	715-456-1182
Phenomenon Fittness	Fitness										1	1720 Westgate Raod	Eau Claire	54703	715-456-9599
Pinehurst Fitness	Fitness										1	3027 N Hastings Way	Eau Claire	54703	715-514-2958
3D Fitness	Fitness										1	405 Graham Avenue	Eau Claire	54701	715-514-3110
Predators Football	Football											2210 Melanie Lane	Eau Claire	54703	715-559-7417
Princeton Valley Golf Course	Golf							1				2300 W Princeton Ave	Eau Claire	54703	715-834-3334
Mill Run Golf Course	Golf						1					3905 Kane Rd	Eau Claire	54703	715-858-7960
Pine Meadow Golf Course	Golf								1			4324 Fairfax Park Dr	Eau Claire	54701	715-832-6011
Hickory Hills Golf Course	Golf										1	E4080 Hickory Rd	Eau Claire	54701	715-878-4543
Hallie Golf Course	Golf										1	2196 110th St	Lake Hallie	54729	715-861-5442
Wild Ridge Golf Course	Golf										1	3905 Kane Rd	Eau Claire	54703	715-834-1766

Eau Claire Country Club	Golf										1	828 Clubview Lane	Altoona	54720	715-836-8420
YMCA Gymnastics Center	Gymnatics									1		700 Graham Ave	Eau Claire	54701	715-836-8460
Exceptional Athletics @ Banbury	Gymnatics										1	800 Wisconsin St, Building 4, Suite 213	Eau Claire	54703	715-514-4640
Ultimate Performance Gymnastics	Gymnatics										1	3213 Louis Ave	Eau Claire	54703	715-832-3138
Mayo Clinic Health Systems	Health										1				
Sacred Heart Hospital	Health										1				
Marshfield Clinic	Health										1				
Eau Claire Youth Hockey Organization	Hockey											PO Box 1592	Eau Claire	54701	715-828-2901
Chippewa Valley Girls Hockey	Hockey											839 1st Ave	Chippewa Fall	54729	715-723-6529
Horseshoe Clubhouse	Horseshoe											Carson Park	Eau Claire	54703	715-495-5290
Hobbs Ice Center - Altoona	Ice Skating										1	2300 Spooner Ave	Altoona	54720	715-839-5188
Hobbs Ice Center - Eau Calire	Ice Skating											915 Menomonie St	Eau Claire	54703	715-839-5040
Eau Claire Figure Skating Club	Ice Skating											915 Menomonie St	Eau Claire	54703	715-839-5040
Chippewa Falls Ice Arena	Ice Skating										1	2300 Spooner Ave	Altoona	54720	715-839-5188
LE Phillips Library	Library										1	400 Eau Claire St	Eau Claire	54701	715-839-1648
Karate America	Martial Arts										1	2228 N Hillcrest Pkwy	Altoona	54720	715-832-6588
One Tree Martial Arts	Martial Arts										1	2015 Fairfax St	Eau Claire	54701	715-514-0656
AKF Marial Arts Academy	Martial Arts										1	1606 S Hastings Way	Eau Claire	54701	715-613-8282
Garrison Mixed Martial Arts	Martial Arts										1	800 Wisconsin St	Eau Claire	54703	800-304-0798
Ju's Tae Kwon Do	Martial Arts										1	415 S Farwell St	Eau Claire	54703	715-834-5766
Micon Cinema	Movies										1	3109 Mall Dr	Eau Claire	54701	715-834-1245
Budget Theater	Movies										1	315 S Barstow St	Eau Claire	54701	715-832-3355
Drive In	Movies										1	6730 U.S. 12	Eau Claire	54703	715-874-5101
Carmike Cinema	Movies										1	4800 Golf Rd	Eau Claire	54701	715-835-1030
Childrens Museum	Museum										1	220 S Barstow St	Eau Claire	54703	715-832-5437
Paul Bunyan Logging Camp	Museum											1110 Carson Park Dr	Eau Claire	54703	715-835-6200
Chippewa Valley Museum	Museum											1204 Carson Park Dr	Eau Claire	54703	715-834-7871
Sharp Photography	Photography										1	3306 Mall Dr	Eau Claire	54701	715-834-6588
Giles Photography	Photography										1	4812 Fairfax St	Eau Claire	54701	715-834-2993
Best Buy	Photography										1	4090 Commonwealth Ave	Eau Claire	54701	715-833-0666
Chippewa Valley Railroad	Railroad											101 Carson Park Dr	Eau Claire	54703	715-831-0900
High Roller	Roller Skating										1	3120 Melby Dr	Eau Claire	54703	715-832-6000
Picture This	Scrapbooking										1	6000 Arndt Rd	Eau Claire	54701	715-830-9555
Down Memory Lane	Scrapbooking										1	3603 N Hastings Way	Eau Claire	54701	715-855-0025
LE Phillips Senior Center	Senior Center										1	1616 Bellinger St	Eau Claire	54703	715-839-4909
Flying Eagles Ski Club	Snow Skiing										1	2809 East hamilton Avenue #226	Eau Claire	54701	715-832-8118
Eau Claire Youth Ski League	Snow Skiing										1	eauclaireskistriders.org	Eau Claire	54701	no phone
Eau Claire Ski Striders	Snow Skiing										1	eauclaireskistriders.org	Eau Claire	54701	no phone
Chippewa Valley Soccer Organization	Soccer											PO Box 1829	Eau Claire	54702	715-834-5893
Eau Claire United	Soccer											3456 Craig Rd	Eau Claire	54701	715-830-0782
Seymour Softball	Softball										1	seymourballclub.com	Eau Claire	54703	715-210-8835
Eau Claire Girls Softball	Softball											8020 Curvue Rd	Eau Claire	54703	715-828-7221
Hallie Softball	Softball										1	4902 117th St	Lake Hallie	54729	no phone
Metropolis	Swimming										1	2402 Lorch Ave	Eau Claire	54701	715-514-2340
Fairfax Pool - Eau Claire	Swimming											4200 Fairfax Rd	Eau Claire	54701	715-839-1680
Eau Claire Aquatic Club	Swimming											ecacswimming.org	Eau Claire	54701	no phone
YMCA Marlins Swim Team	Swimming									1		700 Grahm Ave	Eau Claire	54701	715-836-8460
YMCA Tennis Center	Tennis									1		229 Moore Dr	Eau Claire	54703	715-833-8470
Eau Claire Regional Art Center	Theater										1	316 Eau Claire ST	Eau Claire	54703	715-832-2787
Childrens Theater	Theater										1	1814 Oxford Ave	Eau Claire	54703	715-839-8877
Theater Guild	Theater										1	102 W Grand Avenue	Eau Claire	54703	715-832-7529
Eau Claire YMCA	Various									1		700 Grahm Ave	Eau Claire	54701	715-836-8460
UWEC Athletic Camps	Various										1	509 University Dr	Eau Claire	54701	715-836-2546
Eau Claire County Parks	Various										1	721 Oxford Ave	Eau Claire	54703	715-839-4783
Altoona Parks & Recreation	Various										1	1904 Spooner Ave	Altoona	547020	715-839-5188
Chippewa Falls Parks & Recreatrion	Various										1	City Hall, 30 W Central St	Chippewa Fall	54729	715-723-0051
Eau Claire Parks, Recreation, & Forestry	Various				1	1	1	1	1	1	1	915 Menominee St	Eau Claire	54703	715-839-5032
Menomonie Parks & Recreation	Various										1	1412 6th St	Menomonie	54751	715-232-1664

APPENDIX B

Athletic Facility Inventory

Athletic Facility Inventory

Updated 2017

Facility	Baseball	Softball	Football	Soccer	Rugby	Hockey	Tennis	Pickleball	Petanque	Lights	Classification	Owner	Map	Address	Location
Totals	27	31	10	59	1	4	50			31					
Carson Gelein Softball Field		1								1	Softball	ECPR	Yes	902 Carson Park Drive	Carson Park - Eau Claire
Carson Hobbs Softball Field		1								1	Softball	ECPR	Yes	812 Carson Park Drive	Carson Park - Eau Claire
Carson Football Stadium			1							1	Football	ECPR	Yes	802 Carson Park Drive	Carson Park - Eau Claire
Carson Baseball Stadium	1									1	Baseball	ECPR	Yes	702 Carson Park Drive	Carson Park - Eau Claire
Babe Ruth N	1									1	Baseball	ECPR	Yes	1115 North Eddy Street	Mt Simon Park - Eau Claire
Babe Ruth S	1									1	Baseball	ECPR	Yes	1115 North Eddy Street	Mt Simon Park - Eau Claire
Fairfax Field E	1									1	Baseball	ECPR	Yes	3800 Fairfax Street	Fairfax Park - Eau Claire
Fairfax Field W	1									1	Baseball	ECPR	Yes	3800 Fairfax Street	Fairfax Park - Eau Claire
Fairfax Baseball Field	1										Baseball	ECPR	Yes	3800 Fairfax Street	Fairfax Park - Eau Claire
Jeffers Softball Field #2		1									Softball	ECPR	Yes	5710 Jeffers Road	Jeffers Park - Eau Claire
Jeffers Softball Field #4		1									Softball	ECPR	Yes	5710 Jeffers Road	Jeffers Park - Eau Claire
Jeffers Softball Field #5		1									Softball	ECPR	Yes	5710 Jeffers Road	Jeffers Park - Eau Claire
Jeffers Baseball Field #1	1										Baseball	ECPR	Yes	5710 Jeffers Road	Jeffers Park - Eau Claire
Jeffers Baseball Field #3	1										Baseball	ECPR	Yes	5710 Jeffers Road	Jeffers Park - Eau Claire
Kessler Field	1										Baseball	ECPR	Yes	105 Walnut Street	Kessler Park - Eau Claire
Mcdonough Park								12			Pickleball	ECPR	Yes	800 Centre Street	McDonough Park - Eau Claire
Newell Field	1										Baseball	ECPR	Yes	122 South Michigan Street	Newell Park - Eau Claire
Wilson Park									4		Petanque	ECPR	Yes	810 S Farwell Street	Wilson Park - Eau Claire
Zephyr Hill Field		1									Softball	ECPR	Yes	2526 Shady Grove Road	Zephyr Hill Park - Eau Claire
DeLong #1	1										Baseball	ECASD	Yes	2000 Vine Street	DeLong Middle School
DeLong #2	1										Baseball	ECASD	Yes	2000 Vine Street	DeLong Middle School
DeLong #3				1							Soccer	ECASD	Yes	2000 Vine Street	DeLong Middle School
DeLong #4			1								Football	ECASD	Yes	2000 Vine Street	DeLong Middle School
DeLong #5	1										Baseball	ECASD	Yes	2000 Vine Street	DeLong Middle School
DeLong #6				1							Soccer	ECASD	Yes	2000 Vine Street	DeLong Middle School
DeLong #7			1								Football	ECASD	Yes	2000 Vine Street	DeLong Middle School
DeLong							6				Tennis	ECASD	Yes	2000 Vine Street	DeLong Middle School
South #1				1							Soccer	ECASD	Yes	2115 Mitscher Avenue	South Middle School
South #2				1							Soccer	ECASD	Yes	2115 Mitscher Avenue	South Middle School
South #3				1							Soccer	ECASD	Yes	2115 Mitscher Avenue	South Middle School
South #4			1								Football	ECASD	Yes	2115 Mitscher Avenue	South Middle School
South #5				1							Soccer	ECASD	Yes	2115 Mitscher Avenue	South Middle School
South #6				1							Soccer	ECASD	Yes	2115 Mitscher Avenue	South Middle School
South							7				Tennis	ECASD	Yes	2115 Mitscher Avenue	South Middle School
Northstar #1		1									Softball	ECASD	Yes	2711 Abbe Hill Drive	Northstar Middle School
Northstar #2		1									Softball	ECASD	Yes	2711 Abbe Hill Drive	Northstar Middle School
Northstar #3			1								Football	ECASD	Yes	2711 Abbe Hill Drive	Northstar Middle School
Northstar #4				1							Soccer	ECASD	Yes	2711 Abbe Hill Drive	Northstar Middle School
Northstar #5				1							Soccer	ECASD	Yes	2711 Abbe Hill Drive	Northstar Middle School
Northstar							6				Tennis	ECASD	Yes	2711 Abbe Hill Drive	Northstar Middle School
Bollinger #1				1							Soccer	UWEC	Yes	3210 Stein Boulevard	University Bollinger Field Complex
Bollinger #2		1								1	Womens Softball	UWEC	Yes	3210 Stein Boulevard	University Bollinger Field Complex

Bollinger #3				1						1	Soccer	UWEC	Yes	3210 Stein Boulevard	University Bollinger Field Complex
Bollinger #4					1						Rugby	UWEC	Yes	3210 Stein Boulevard	University Bollinger Field Complex
Bollinger #5		1								1	Varsity Soccer	UWEC	Yes	3210 Stein Boulevard	University Bollinger Field Complex
Bollinger #6	1									1	Baseball	UWEC	Yes	3210 Stein Boulevard	University Bollinger Field Complex
Bollinger #7		1								1	Mens Softball	UWEC	Yes	3210 Stein Boulevard	University Bollinger Field Complex
Bollinger #8		1								1	Coed Softball	UWEC	Yes	3210 Stein Boulevard	University Bollinger Field Complex
Bollinger #9		1								1	Mens Softball	UWEC	Yes	3210 Stein Boulevard	University Bollinger Field Complex
Bollinger #10		1								1	Coed Softball	UWEC	Yes	3210 Stein Boulevard	University Bollinger Field Complex
Soccer Park #1				1							Soccer	ECPR	Yes	1101 West Hamilton Avenue	Eau Claire Soccer Park
Soccer Park #2				1							Soccer	ECPR	Yes	1101 West Hamilton Avenue	Eau Claire Soccer Park
Soccer Park #3				1							Soccer	ECPR	Yes	1101 West Hamilton Avenue	Eau Claire Soccer Park
Soccer Park #4				1							Soccer	ECPR	Yes	1101 West Hamilton Avenue	Eau Claire Soccer Park
Soccer Park #5				1							Soccer	ECPR	Yes	1101 West Hamilton Avenue	Eau Claire Soccer Park
Soccer Park #6				1							Soccer	ECPR	Yes	1101 West Hamilton Avenue	Eau Claire Soccer Park
Soccer Park #7				1							Soccer	ECPR	Yes	1101 West Hamilton Avenue	Eau Claire Soccer Park
Soccer Park #8				1							Soccer	ECPR	Yes	1101 West Hamilton Avenue	Eau Claire Soccer Park
Soccer Park #9				1							Soccer	ECPR	Yes	1101 West Hamilton Avenue	Eau Claire Soccer Park
North #1				1							Soccer	ECASD	Yes	1801 Piedmont Road	North High School
North #2	1										Baseball (practice)	ECASD	Yes	1801 Piedmont Road	North High School
North #3	1										Baseball	ECASD	Yes	1801 Piedmont Road	North High School
North #4		1									Softball (jv)	ECASD	Yes	1801 Piedmont Road	North High School
North #5		1									Softball (varsity)	ECASD	Yes	1801 Piedmont Road	North High School
North #6			1								Football	ECASD	Yes	1801 Piedmont Road	North High School
North #7		1									Softball (jv 2)	ECASD	Yes	1801 Piedmont Road	North High School
North #8				1							Soccer	ECASD	Yes	1801 Piedmont Road	North High School
North #9			1								Football	ECASD	Yes	1801 Piedmont Road	North High School
North #10				1							Soccer	ECASD	Yes	1801 Piedmont Road	North High School
North #11				1							Soccer	ECASD	Yes	1801 Piedmont Road	North High School
North							10				Tennis	ECASD	Yes	1801 Piedmont Road	North High School
Memorial #1			1	1							Soccer/Football	ECASD	Yes	2225 Keith Street	Memorial High School
Memorial #2				1							Soccer	ECASD	Yes	2225 Keith Street	Memorial High School
Memorial #3				1							Soccer	ECASD	Yes	2225 Keith Street	Memorial High School
Memorial #4			1								Football	ECASD	Yes	2225 Keith Street	Memorial High School
Memorial #5		1									Softball	ECASD	Yes	2225 Keith Street	Memorial High School
Memorial #6	1										Baseball	ECASD	Yes	2225 Keith Street	Memorial High School
Memorial #7	1										Baseball (practice)	ECASD	Yes	2225 Keith Street	Memorial High School
Memorial							10				Tennis	ECASD	Yes	2225 Keith Street	Memorial High School
Regis			1								Football	Regis	No	2100 Fenwick Avenue	Regis High School
Regis							6				Tennis	Regis	No	2100 Fenwick Avenue	Regis High School
Immanuel		1									Softball	Immanuel	No	510 Grover Road	Immanuel Luthern High School
Seymour	4	2								3	Baseball/Softball	Seymour	No	6500 Tower Road	Eau Claire
Hallie	4	3								4	Baseball/Softball	Hallie	Yes	4907 117th Street	Lake Hallie
Hobbs Ice Center - Eau Claire						3					Hockey	ECPR	Yes	915 Menomonie Street	Eau Claire
Altoona Sports Center						1					Hockey	Altoona	No	2300 Spooner Avenue	Altoona
Altoona Sports Center	1	3								3	Softball	Altoona	No	2300 Spooner Avenue	Altoona
Altoona Sports Center				1							Soccer	Altoona	No	2300 Spooner Avenue	Altoona
Owen Park							2			2	Tennis	ECPR	Yes	501 First Avenue	Owen Park - Eau Claire
Carson Park							3			3	Tennis	ECPR	Yes	706 Carson Park Drive	Carson Park - Eau Claire
CV Montesori				2							Multi Use	ECASD	Yes	400 Cameron Street	Cv Montesori Charter School

Flynn		1		1						Multi Use	ECASD	Yes	1430 Lee Street	Flynn Elementary School
Lakeshore		1		2						Multi Use	ECASD	Yes	711 Lake Street	Lakeshore Elementary School
Locust Lane				3						Multi Use	ECASD	Yes	3245 Locust Lane	Locust Lane Elementary School
Longfellow				2						Multi Use	ECASD	Yes	512 Balcom Street	Longfellow Elementary School
Manz				4						Multi Use	ECASD	Yes	1000 East Fillmore Avenue	Manz Elementary School
Meadowview		1		3						Multi Use	ECASD	Yes	4714 Fairfax Street	Meadowview Elementary School
Northwoods				4						Multi Use	ECASD	Yes	3600 Northwoods Lane	Northwoods Elementary School
Putnam Heights				3						Multi Use	ECASD	Yes	633 West MacArthur Avenue	Putnam Heights Elementary School
Robbins				2						Multi Use	ECASD	Yes	3832 East Hamilton Avenue	Robbins Elementary School
Roosevelt				1						Multi Use	ECASD	Yes	3010 Eighth Street	Roosevelt Elementary School
Sam Davey		1		2						Multi Use	ECASD	Yes	3000 Starr Avenue	Sam Davey Elementary School
Sherman				2						Multi Use	ECASD	Yes	3110 West Vine Street	Sherman Elementary School

APPENDIX C

Trends Matrix

Trends Analysis

Updated September 2017

Reviewed by: Parks and Recreation Leadership

Trend	Imapct. Responsiveness, Strategies	Division Responsibility	Category
COLLABORATION			
Utilizing tourism surveys and reports to help determine facility needs	Visit Eau Claire Hudl Up Report and Economic Impact Study	Department	Collaboration
Revitalization of the City center		Department	Collaboration
Developing partnerships with other faicility operators		Parks & Recreation	Collaboration
Collaboration with oter community initiatives	ECASD Summer School & YMCA	Parks & Recreation	Collaboration
Facilitation of community activities and events	Pickleball and Miracle League	Parks & Recreation	Collaboration
Environmental ethics	Policies encouraging use of environmentally sound practices	City Leadership	Conservation
Decrease enviornmental impact and improve sustainability	Green initiatives	Department	Conservation
New contruction and development tree initiatives	Pay to have the City install a tree	Forestry & Parks	Conservation
Emeral Ash Borer is impacting the urban forest	Contine to implement the urban forestry plan	Forestry & Parks	Conservation
Management of nuisance animals	Deer and geese populations	Parks	Conservation
Sustainability and energy recovery at facilities		Parks & Recreation	Conservation
FACILITY INVESTMENT			
Urban revitalization creating livable communities		City Leadership	Facility Investment
Aging infrastructure	Planning for maintenance, repairs, replacement	City Leadership	Facility Investment
Diversification of the urban forsest		Forestry & Parks	Facility Investment
Pop-up fitness in parks operated by other organizations or individuals		Parks	Facility Investment
Adult activitiy parks		Parks	Facility Investment
Fitness zones vs linear fitness stations in parks		Parks	Facility Investment
Investing in infrastructure at facilities and in parks	Advocate and promote for capital investment	Parks & Recreation	Facility Investment
Adult level competitive fitness equipmetn and/or courses in parks		Recreation	Facility Investment
FINANCIAL			
Fiscal responsibility and transparency		City Leadership	Financial
Tourism and economic impact	Collaboration with Visit Eau Claire	Department	Financial
Outsourcing and privatization of services and facilities		Department	Financial
Increased charges for programs, facilities, and services	Determine cost recovery and market analysis	Department	Financial
Service sustainability comparison of cost of product over a determined life cycle	water heater vs solar	Parks	Financial
HEALTH & WELLNESS			
Community gardens and locally sourced food		Parks	Health & Wellness
Health & Wellness promotion and collaboration	Health Providers, ECASD & UWEC	Parks & Recreation	Health & Wellness
Encourage walking in the community		Parks & Recreation	Health & Wellness
Healthy food and beverage options		Recreation	Health & Wellness
Incorporating nutrition education into programs		Recreation	Health & Wellness
MARKETING & COMMUNICATION			
Interactive social media	Engaging with the customer base	Administration	Marketing & Communication
Virtual facility tours		Administration	Marketing & Communication
Mutiple social media platforms and ability to maintain communications		Administration	Marketing & Communication
Instant access to information	Utilization of technology and applications	City Leadership	Marketing & Communication
Drone footage and utilization		Department	Marketing & Communication
Creating and retaining identity within the community	Branding and promotion to create energy and recognition	Parks & Recreation	Marketing & Communication
PROGRAM PLANNING			
Increased demand for outdoor recreational opportunities		Parks & Recreation	Program Planning
Adult activities "pods" vs "full teams"		Recreation	Program Planning
Less competitive travel at younger ages for hockey play		Recreation	Program Planning
Flag football desired over tackle football programs due to concussion concerns		Recreation	Program Planning
Adults prefer shorter seasons, one day program options, and non-traditional activities	Bean bags, ultimate frisbee, wine tasting	Recreation	Program Planning
Out of school time programs		Recreation	Program Planning
Inclusive programming initiatives		Recreation	Program Planning
Increasing interest in recreation open play or drop in activities		Recreation	Program Planning
Decline int enrollemtn for adult leagues and pre-school age programs		Recreation	Program Planning
Difficulty recruiting qualified and engaged youth coaches	Develop consitent training agenda and resources, utilize technologuy	Recreation	Program Planning
SOCIAL EQUITY			
Cutural events and performing arts facilities and initiatives		City Leadership	Social Equity
Special interest organizations, groups, and individuals	Facilitate developmtn and support fund rasing initiatives	Department	Social Equity
Technology availability in green spaces and at parks (wifi, playground/wellness equipment		Parks	Social Equity
Public Art		Parks	Social Equity
ADA compliance and investments in facilities		Parks & Recreation	Social Equity
Increased request for scholarships		Recreation	Social Equity
Transporation as a barrier to participation		Recreation	Social Equity
WORKFORCE			
Aging workforce and retirements	Succesion and leadership planning	City Leadership	Workforce
Living wage and the impact for agengies	Competitive market comensation, pay plan increases, schedule modifications	Department	Workforce
Affordable Care Act impact on staffing levels	Reduced hours for staff	Department	Workforce
Smaller work groups	Determine levels of service	Department	Workforce
Qualified applicants with many skills	Redefine job responsibilities based on available qualifications	Department	Workforce
"i" generation work to live	Promote work and life balance	Department	Workforce
Lifeguard shortages	Recruitment, retention, and training	Recreation	Workforce

APPENDIX D

Recreation Activities Matrix

Recreation Division Activities Matrix

scale 1 low to 5 high
2017

	Meets Recovery 100% Adult, 75% Youth, Community Programs Subsidized 1=no, 3=meets,5=exceeds	# of participants Enrolled 1=<50, 2=50-99, 3=100-149, 4=150-199, 5=200+	Provides revenues to Fairfax Pool, Hobbs, or Stadiums 1=never, 3=sometimes, 5=always	Uses ECPR facilities 1=never, 3=sometimes, 5=always	Meets City Council Goals 1=none, 3=meets 1, 5=meets 1+	Summer School Program 5=yes all, 3=sometimes 1=no never	Program Offered in Community 5=no, 3=somewhat different, 1=yes/duplicate	TOTAL POINTS
AQUATICS								
Water Fitness	1	3	3	3	5	1	3	19
Swim Lesson-Individual/Adapted	5	3	3	3	3	3	3	23
Swim Lesson-Youth	5	5	3	3	5	3	3	27
Lifeguard Training/WSI	1	2	3	3	3	3	3	18
Open/Lap Swim	1	5	3	3	3	1	3	19
INSTRUCTIONAL								
Adult Instructional								
								0
Youth Instructional								
Art	5	5	1	5	3	3	3	25
Cooking	3	1	1	1	3	5	3	17
Disc Golf	1	1	1	5	3	5	5	21
Golf	5	3	1	1	3	5	1	19
Hockey - Mini Mites	1	1	5	5	3	1	5	21
Hoop Dreams	5	2	1	1	3	1	1	14
Karate	5	1	1	5	3	3	1	19
Kubb Clinics	5	1	1	5	3	5	5	25
Outdoor Adventure	5	5	1	3	3	3	5	25
River City Adventures	1	3	1	5	5	5	5	25
Running Club	5	1	1	5	5	5	5	27
Sand Lot Sports	5	2	5	5	4	1	3	25
Soccer Instructional	5	3	3	5	3	5	3	27
T-Ball Instructional	5	2	3	3	3	5	5	26
Tennis	5	5	1	3	3	3	3	23
Tumbling	5	5	1	3	3	3	3	23
Wrestling	5	1	1	1	3	5	3	19
ATHLETICS								
Adult Athletic								
Kickball (fall, summer)	1	4	5	5	3	1	3	22
Run, Row, Ride	5	2	1	5	4	1	5	23
Non Traditional (Bean Bags, Ult FR)	1	4	3	5	3	1	3	20
Pickleball Clinics	5	2	1	3	5	1	5	22
Soccer Leagues	1	5	3	5	3	1	3	21
Softball Leagues	1	5	5	3	5	1	3	23
Open Gym - VB, PB, BK	1	5	1	1	3	1	3	15
Volleyball - Competitive	1	5	1	1	3	1	3	15
Youth Athletic								
Baseball/T-Ball League	5	3	3	3	3	1	1	19
Flag Football	5	5	5	5	5	1	4	30
Soccer League	5	5	5	5	5	1	1	27
COMMUNITY PROGRAMS								
Adult Specialized Recreation	1	3	3	5	5	1	5	23
Camp Summertime	1	1	1	5	5	1	5	19
Parents Night Out	1	2	1	1	3	1	3	12
Skating Rinks	1	5	1	5	5	1	5	23

APPENDIX E

Life Cycle Analysis

		Stage of Lifecycle					Action / Implementation				
2017 PROGRAMS	**TOTAL POINTS (based on criteria)**	**Introduction**	**Growth**	**Mature**	**Saturated**	**Decline**	**Add New**	**Increase/Improve**	**Maintain**	**Reduce**	**Eliminate**
		2	**12**	**13**	**9**	**3**	**2**	**26**	**11**	**0**	**0**
Flag Football	**30**		1					1			
Classic Tournament	**29**		1						1		
Running Club	**27**			1				1			
Soccer Instructional	**27**			1				1			
Soccer League	**27**				1				1		
Swim Lesson-Youth	**27**			1					1		
T-Ball Instructional	**26**			1				1			
Art	**25**			1					1		
Kubb Clinic	**25**		1					1			
Outdoor Adventure	**25**		1				1				
River City Adventures	**25**		1					1			
Sand Lot Sports	**25**				1			1			
Adult Softball Leagues	**23**				1			1			
Adult Specialized Recreation	**23**		1				1				
Hockey League--Youth	**23**			1				1			
Run, Row, Ride	**23**		1					1			
Skating Rinks	**23**			1				1			
Swim Lesson-Individual/Adapted	**23**			1					1		
Tennis	**23**			1					1		
Tumbling	**23**			1					1		
Adult Kickball Leagues	**22**				1			1			
Pickleball Clinics	**22**		1					1			
Hockey Mini-Mite	**21**			1				1			
Soccer League (adult)	**21**		1					1			
Disc Golf	**21**	1						1			
Non-Traditional Leagues (adult)	**20**		1					1			
Camp Summertime	**19**			1				1			
Golf	**19**				1			1			
Lifeguard Training/WSI	**19**				1				1		
Open/Lap Swim (indoor)	**19**					1		1			
Water Fittness	**19**				1			1			
Karate	**19**		1					1			
Wretling	**19**	1						1			
Baseball/T-Ball League	**19**				1				1		
Cooking	**17**			1					1		
Open Gym - VB, PB	**15**					1		1			
Volleyball - Competitive	**15**					1		1			
Hoop Dreams	**14**				1				1		
Parents Night Out	**12**		1					1			
		New Program	Consistent Growth	Participation Plateau	Extreme Competition	Declining Participation					

APPENDIX F

Internal Needs Assessment

Updated 2017

Not in Prime Times

Eau Claire Recreation Division Programs & Events		Program Category					Classification					Season Registration & Participation				Supervision						
Activity Number	Activity Name	Youth Activities	Adult Activities	Special Poluations	Family Activities	Aquatics	Cultural	Educational	Physical Development/Fitness/Wellness	Social	Sport/Athletics	Fall/Winter	Summer	Maximum Class Size	Cancelled	Program Supervisor	Employee	Contractual	Partnership	Volunteer	Preschool 0-4	Youth 5-12
		246	26	22	32	452	39	608	33	52	29	22340	65429	25345	20	0	732	26	2	4	121	644
FAAIA-101UW	Adult Introduction to Archery		1					1				4		6		CD	1					
FAAIA-201UW	Adult Introduction to Archery		1					1				4		6		CD	1					
FAAPB-101DM	Adult Pickleball Instructional Clinic		1					1				9				CO	1					
FAAPB-201DM	Adult Pickleball Instructional Clinic		1					1				2				CO	1					
FAQDW-101NH	Water Fitness-Deep Water					1			1			8		30		CD	1					
FAQDW-201NH	Water Fitness-Deep Water					1			1			10		30		CD	1					
FAQDW-301NH	Water Fitness-Deep Water					1			1			10		30		CD	1					
FAQDW-401NH	Water Fitness-Deep Water					1			1			6		30		CD	1					
FAQSW-201NH	Water Fitness-Shallow Water					1			1			3		10		CD	1					
FAQSW-301NH	Water Fitness-Shallow Water					1			1			2		10		CD	1					
FAQSW-401NH	Water Fitness-Shallow Water					1			1			3		10		CD	1					
FAQSW-101NH	Water Fitness-Shallow Water					1			1			4		10		CD	1					
FAQL1-101SM	Level 1					1		1				8		8		CD	1					1
FAQL1-102SM	Level 1					1		1				8		8		CD	1					1
FAQL1-201DM	Level 1					1		1				8		16		CD	1					1
FAQL1-301NS	Level 1					1		1				10		16		CD	1					1
FAQL1-401SM	Level 1					1		1				8		8		CD	1					1
FAQL1-402SM	Level 1					1		1				8		8		CD	1					1
FAQL1-501DM	Level 1					1		1				10		16		CD	1					1
FAQL1-502DM	Level 1					1		1				6		8		CD	1					1
FAQL1-601NS	Level 1					1		1				12		16		CD	1					1
FAQL1-701SM	Level 1					1		1				6		8		CD	1					1
FAQL1-702SM	Level 1					1		1				6		8		CD	1					1
FAQL2-101SM	Level 2					1		1				7		8		CD	1					1
FAQL2-102SM	Level 2					1		1				7		8		CD	1					1
FAQL2-201DM	Level 2					1		1				9		16		CD	1					1
FAQL2-202DM	Level 2					1		1				5		8		CD	1					1
FAQL2-301NS	Level 2					1		1				11		16		CD	1					1
FAQL2-401SM	Level 2					1		1				8		8		CD	1					1
FAQL2-402SM	Level 2					1		1				8		8		CD	1					1
FAQL2-501DM	Level 2					1		1				9		16		CD	1					1
FAQL2-502DM	Level 2					1		1				8		8		CD	1					1
FAQL2-601NS	Level 2					1		1				9		16		CD	1					1
FAQL2-602NS	Level 2					1		1				6		8		CD	1					1
FAQL2-701SM	Level 2					1		1				8		8		CD	1					1
FAQL2-702SM	Level 2					1		1				8		8		CD	1					1
FAQL3-101SM	Level 3					1		1				7		8		CD	1					1
FAQL3-201DM	Level 3					1		1				5		8		CD	1					1
FAQL3-202DM	Level 3					1		1				10		16		CD	1					1
FAQL3-203DM	Level 3					1		1				4		8		CD	1					1
FAQL3-301NS	Level 3					1		1				6		8		CD	1					1
FAQL3-302NS	Level 3					1		1				6		8		CD	1					1
FAQL3-401SM	Level 3					1		1				8		8		CD	1					1
FAQL3-402SM	Level 3					1		1				8		8		CD	1					1
FAQL3-501DM	Level 3					1		1				9		16		CD	1					1
FAQL3-502DM	Level 3					1		1				8		16		CD	1					1
FAQL3-601NS	Level 3					1		1				7		8		CD	1					1
FAQL3-602NS	Level 3					1		1				7		8		CD	1					1
FAQL3-603NS	Level 3					1		1				7		8		CD	1					1
FAQL3-701SM	Level 3					1		1				6		8		CD	1					1
FAQL3-702SM	Level 3					1		1				7		8		CD	1					1
FAQL4-101SM	Level 4					1		1				7		10		CD	1					1
FAQL4-201DM	Level 4					1		1				4		10		CD	1					1
FAQL4-202DM	Level 4					1		1				6		10		CD	1					1
FAQL4-301NS	Level 4					1		1				6		10		CD	1					1
FAQL4-302NS	Level 4					1		1				7		10		CD	1					1
FAQL4-401SM	Level 4					1		1				7		10		CD	1					1
FAQL4-501DM	Level 4					1		1				5		10		CD	1					1
FAQL4-601NS	Level 4					1		1				6		10		CD	1					1
FAQL4-602NS	Level 4					1		1				6		10		CD	1					1
FAQL4-701SM	Level 4					1		1				6		10		CD	1					1
FAQL5-101SMC	Level 5					1		1				5		10		CD	1					1
FAQL5-301NS	Level 5					1		1				6		10		CD	1					1
FAQL5-102SMC	Level 5					1		1				2		10	1	CD	1					1
FAQL5-201DM	Level 5					1		1				6		10		CD	1					1
FAQL5-302NS	Level 5					1		1				6		10		CD	1					1
FAQL5-401SM	Level 5					1		1				1		10		CD	1					1
FAQL5-501DM	Level 5					1		1				3		10		CD	1					1
FAQL5-701SM	Level 5					1		1				6		10		CD	1					
FAQL5-601NS	Level 5					1		1				8		10		CD	1					
FAQL6-101DM	Level 6					1		1				0		10		CD	1					1
FAQL6-301NS	Level 6					1		1				1		10		CD	1					1
FAQL6-301SMC	Level 6					1		1				1		10		CD	1					1
FAQL6-302NS	Level 6					1		1				4		10		CD	1					1
FAQL6-401SMC	Level 6					1		1				4		10		CD	1					1
FAQL6-601NS	Level 6					1		1				5		10		CD	1					1

Eau Claire Recreation Division Programs & Events		Program Category					Classification					Season Registration & Participation				Supervision						
Activity Number	Activity Name	Youth Activities	Adult Activities	Special Populations	Family Activities	Aquatics	Cultural	Educational	Physical Development/Fitness/Wellness	Social	Sport/Athletics	Fall/Winter	Summer	Maximum Class Size	Cancelled	Program Supervisor	Employee	Contractual	Partnership	Volunteer	Preschool 0-4	Youth 5-12
FAQL6-102SMC	Level 6					1		1				0		10		CD	1					1
FAQLT-101SM	Lifeguard Training					1		1				3		30		CD	1					
FAQWS-101SM	WSI Water Safety Instructor Course					1		1				0		20	1	CD	1					
FAYBC-101FL	Winter Basketball Camp (P/C Grades K-2)	1							1			19		20		CO	1					1
FAYBC-201FL	Winter Basketball Camp (P/C Grades K-2)	1							1			20		20		CO	1					1
FAYHD-101FL	Hoop Dreams (Grade K-1)	1						1				22		20		CO	1					1
FAYHD-201FL	Hoop Dreams (Grade K-1)	1						1				20		20		CO	1					1
FAYEB-101UW	Exploring Bowhunting	1						1				6		6		CD	1					
FAYEB-201UW	Exploring Bowhunting	1						1				6		6		CD	1					
FAYGH-101HB	Gingerbread House Construction				1			1				4		20		CO	1				1	
FAYGH-102HB	Gingerbread House Construction	1						1				10		20		CO	1					1
FAYKN-101PH	Kids' Night Out	1								1		8		30		CO	1					1
FAYKN-103SH	Kids' Night Out	1								1		7		30		CO	1					1
FAYKN-104RB	Kids' Night Out	1								1		10		30		CO	1					1
FAYKN-106RB	Kids' Night Out	1								1		8		30		CO	1					1
FAYKN-107SH	Kids' Night Out	1								1		10		30		CO	1					1
FAYKN-109PH	Kids' Night Out	1								1		9		30		CO	1					1
FAYKN-102DM	Kids' Night Out	1								1		11		30		CO	1					1
FAYKN-105SM	Kids' Night Out	1								1		12		30		CO	1					1
FAYKN-108DM	Kids' Night Out	1								1		9		30		CO	1					1
FAYOA-101HB	Art - Nature Creations				1			1				1		12	1	CO	1				1	
FAYOA-102HB	Art - Nature Creations	1						1				6		12		CO	1					1
FAYOA-201HB	Art - Sculpey Mini Sculptures				1			1				2		12	1	CO	1				1	
FAYOA-202HB	Art - Sculpey Mini Sculptures	1						1				6		12		CO	1					1
FAYOA-301HB	Art - Mosaic Masterpieces				1			1				0		12	1	CO	1				1	
FAYOA-302HB	Art - Mosaic Masterpieces	1						1				0		12	1	CO	1					1
FAYOA-401HB	Art - Canvas Painting Party				1			1				1		12		CO	1				1	
FAYOA-402HB	Art - Canvas Painting Party	1						1				4		12		CO	1					1
FAYOA-501HB	Art - Pop Art				1			1				3		12		CO	1				1	
FAYOA-502HB	Art - Pop Art	1						1				6		12		CO	1					1
FAYOA-601HB	Art - Music Mania				1			1				1		12		CO	1				1	
FAYOA-602HB	Art - Music Mania	1						1				3		12		CO	1					1
FAYOA-701HB	Art - Silly Science				1			1				4		12		CO	1				1	
FAYOA-702HB	Art - Silly Science	1						1				15		15		CO	1					1
FAYRC-101HB	Adult CPR/AED, Infant &Child CPR/AED & First Aid		1					1				0		10	1	CD	1					
FAYRC-102HB	Adult CPR/AED, Infant &Child CPR/AED & First Aid		1					1				0		10	1	CD	1					
FSPPR-101HB	Par-te-Rec Registration (Daily)			1						1		37		100		CO	1					
FSPPR-201HB	Par-te-Rec Registration (Season)			1						1		7		100		CO	1					
FSPPR-101TR	Par-te-Rec Registration (Transportation Package)			1						1		30		100		CO	1					
FSPPR-102WG	Par-te-Rec Holiday Party			1						1		62		100		CO	1					
FSPPR-102WG	Par-te-Rec Holiday Party (Transportation)			1						1		27		100		CO						
FSPPR-201HB	Par-te-Rec Registration (Season)			1						1		16		100		CO	1					
FAYSB-101PI	Introduction to Snowboarding	1									1	9		10		CD		1				1
FAYSB-201PI	Introduction to Snowboarding	1									1	5		10		CD		1				1
FAYSB-102PI	Intermediate Snowboarding	1									1	2		10		CD		1				
FAYSB-202PI	Intermediate Snowboarding	1									1	3		10		CD		1				
FAYSO-101HB	School's Out Create Make & Skate	1								1		0		12	1	CO	1					1
FAYSO-102HB	School's Out Create Make & Skate	1								1		0		12	1	CO	1					1
FAYSO-103HB	School's Out Create Make & Skate	1								1		0		12	1	CO	1					1
FAYSO-104HB	School's Out Create Make & Skate	1								1		0		12	1	CO	1					1
FAYSO-105HB	School's Out Create Make & Skate	1								1		0		12	1	CO	1					1
FAYSO-106HB	School's Out Create Make & Skate	1								1		0		12	1	CO	1					1
FAYSO-107HB	School's Out Create Make & Skate	1								1		0		12		CO	1					1
FAYSO-108HB	School's Out Create Make & Skate	1								1		0		12		CO	1					1
FAYSO-109HB	School's Out Create Make & Skate	1								1		0		12		CO	1					1
FAYSO-110HB	School's Out Create Make & Skate	1								1		0		12		CO	1					1
FAYSO-111HB	School's Out Create Make & Skate	1								1		0		12		CO	1					1
FAYIA-101UW	Introduction to Archery	1								1		3		6		CD	1					1
FAYIA-201UW	Introduction to Archery	1								1		2		6		CD	1					1
FAYIA-301UW	Introduction to Archery	1								1		2		6		CD	1					1
FAYIA-401UW	Introduction to Archery	1								1		3		6		CD	1					1
FAYSL-102SP	Soccer	1						1				25		25		CO	1				1	
FAYSL-101CP	Flag Football	1						1				30		30		CD	1					
FAYTT-101HB	Tumbling Tots	1						1				9		10		CO	1				1	
FAYTT-102HB	Tumbling Tots	1						1				8		10		CO	1				1	
FAYTT-201HB	Tumbling Tots	1						1				10		10		CO	1				1	
FAYTT-202HB	Tumbling Tots	1						1				10		10		CO	1				1	
FAYTM-101HB	Tumbling & Movement	1						1				9				CO	1					1
FAYTM-102HB	Tumbling & Movement	1						1								CO	1					1
FAYTM-201HB	Tumbling & Movement	1						1								CO	1					1
FAYTM-202HB	Tumbling & Movement	1						1								CO	1					1
FLEAK-101DM	Karate-Do Instruction	1						1					10	10		CD	1					
FLEAK-102DM	Karate-Do Instruction	1						1					10	10		CD	1					
SAAPB-101MD	Adult Pickleball Clinic		1					1					1	12	1	JB	1					
SAAPB-201MD	Adult Pickleball Clinic		1					1					6	12		JB	1					
SAAPB-301MD	Adult Pickleball Clinic		1					1					0	12	1	JB	1					
SAYFF-201CP	Football-Flag (Grade 2)	1									1		70	98		CO	1					1
SAYFF-301CP	Football-Flag (Grades 3-4)	1									1		175	280		CO	1					1
SAYFF-401CP	Football-Flag (Grades 5-6)	1									1		150	280		CO	1					1
SAYBB-101UW	Baseball League	1									1		40	150		TV	1					1

Eau Claire Recreation Division Programs & Events		Program Category					Classification					Season Registration & Participation				Supervision						
Activity Number	Activity Name	Youth Activities	Adult Activities	Special Populations	Family Activities	Aquatics	Cultural	Educational	Physical Development/Fitness/Wellness	Social	Sport/Athletics	Fall/Winter	Summer	Maximum Class Size	Cancelled	Program Supervisor	Employee	Contractual	Partnership	Volunteer	Preschool 0-4	Youth 5-12
SAYFF-101CP	Flag Football Training Camp	1						1					48	50		CD	1					1
SAYGI-101HG	Golf Instructional-Ages 8+	1						1					0	10		TV		1				1
SAYGI-201HG	Golf Instructional-Ages 8+	1						1					3	10	1	TV		1				1
SAYGI-202HG	Golf Instructional-Ages 6-7	1						1					4	10		TV		1				1
SAYGI-201HG	Golf Instructional-Ages 8+	1						1					11	10		TV		1				1
SAYGI-101MR	Golf Instructional-Ages 6-7	1						1					0	10		TV		1				1
SAYGI-102MR	Golf Instructional-Ages 8+	1						1					7	10		TV		1				1
SAYGI-201MR	Golf Instructional-Ages 8+	1						1					11	10		TV		1				1
SAYGI-202MR	Golf Instructional-Ages 8+	1						1					0	10		TV		1				1
SAYGI-101PV	Golf Instructional-Ages 6-7	1						1					5	10		TV		1				1
SAYGI-102PV	Golf Instructional-Ages 8+	1						1					11	10		TV		1				1
SAYGI-103PV	Golf Instructional-Ages 8+	1						1					6	10		TV		1				1
SAYGI-201PV	Golf Instructional-Ages 6+	1						1					0	10		TV		1				1
SAYGI-202PV	Golf Instruction-Ages 8+	1						1					9	10		TV		1				1
SAYGI-203PV	Golf Instruction-Ages 6+	1						1					10	10		TV		1				1
SAYKT-101HB	Karate-Do Instruction	1							1				10	10		CD	1					1
SAYKT-201HB	Karate-Do Instruction	1							1				10	10		CD	1					1
SAYLD-101FL	River City Gold - Leadership Development	1						1					0	30		CO	1					
SAYLD-101MI	River City Gold - Leadership Development	1						1					16	30		CO	1					
SAYLD-101RV	River City Gold - Leadership Development	1						1					2	30		CO	1					
SAYLD-101SD	River City Gold - Leadership Development	1						1					1	30		CO	1					
SAYTB-101NP	T-Ball Instruction	1						1					30	30		TV	1					1
SAYTB-102NP	T-Ball Instruction	1						1					13	30		TV	1					1
SAYDG-101MS	Disc Golf	1						1					12	20		TV	1					1
SAYDG-102MS	Disc Golf	1						1					13	20		TV	1					1
SAYRC-101FL	River City Neighborhood Program - Session 1	1						1					54	60		CO	1					1
SAYRC-101MI	River City Neighborhood Program - Session 1	1						1					64	60		CO	1					1
SAYRC-101PH	River City Neighborhood Program - Session 1	1						1					25	60		CO	1					1
SAYRC-101RV	River City Neighborhood Program - Session 1	1						1					31	60		CO	1					1
SAYRC-101SD	River City Neighborhood Program - Session 1	1						1					37	60		CO	1					1
SAYRC-201FL	River City Neighborhood Program - Session 2	1						1					33	60		CO	1					1
SAYRC-201LF	River City Neighborhood Program - Session 2	1						1					19	60		CO	1					1
SAYRC-201LL	River City Neighborhood Program - Session 2	1						1					18	60		CO	1					1
SAYRC-201LS	River City Neighborhood Program - Session 2	1						1					38	60		CO	1					1
SAYRC-201MZ	River City Neighborhood Program - Session 2	1						1					72	60		CO	1					1
SAYRC-201SH	River City Neighborhood Program - Session 2	1						1					46	60		CO	1					1
SAYTA-101DM	Tumbling & Apparatus	1						1					16	18		CO	1					1
SAYTA-201DM	Tumbling & Apparatus	1						1					10	18		CO	1					1
SAYTA-203DM	Tumbling & Apparatus	1						1					8	18		CO	1					1
SAYTA-302DM	Tumbling & Apparatus	1						1					18	18		CO	1					1
SAYTA-401DM	Tumbling & Apparatus	1						1					10	18		CO	1					1
SAYTA-403DM	Tumbling & Apparatus	1						1					17	18		CO	1					1
SAYTA-102DM	Tumbling & Apparatus	1						1					18	18		CO	1					1
SAYTA-301DM	Tumbling & Apparatus	1						1					18	18		CO	1					1
SAYTA-402DM	Tumbling & Apparatus	1						1					17	18		CO	1					1
SAYTI-101SM	Tennis-Red Ball	1						1					10	12		TV	1					1
SAYTI-102SM	Tennis-Red Ball	1						1					7	12		TV	1					1
SAYTI-103SM	Tennis-Red Ball	1						1					14	12		TV	1					1
SAYTI-104SM	Tennis-Orange Ball	1						1					4	12		TV	1					1
SAYTI-105SM	Tennis-Orange Ball	1						1					0	12		TV	1					1
SAYTI-106SM	Tennis-Green Ball	1						1					0	12		TV	1					1
SAYTI-107SM	Tennis-Green Ball	1						1					12	12		TV	1					1
SAYTI-108SM	Tennis-Intermediate	1						1					5	12		TV	1					1
SAYTI-201SM	Tennis-Red Ball	1						1					2	12		TV	1					1
SAYTI-202SM	Tennis-Red Ball	1						1					11	12		TV	1					1
SAYTI-203SM	Tennis-Orange Ball	1						1					1	12		TV	1					1
SAYTI-204SM	Tennis-Orange Ball	1						1					4	12		TV	1					1
SAYTI-205SM	Tennis-Green Ball	1						1					4	12		TV	1					1
SAYTI-206SM	Tennis-Green Ball	1						1					10	12		TV	1					1
SAYTI-207SM	Tennis-Intermediate	1						1					0	12		TV	1					1
SAYTI-208SM	Tennis-Intermediate	1						1					5	12		TV	1					1
SAYTI-101NS	Tennis-Red Ball	1						1					0	12		TV	1					1
SAYTI-102NS	Tennis-Red Ball	1						1					10	12		TV	1					1
SAYTI-103NS	Tennis-Orange Ball	1						1					4	12		TV	1					1
SAYTI-104NS	Tennis-Orange Ball	1						1					6	12		TV	1					1
SAYTI-105NS	Tennis-Green Ball	1						1					5	12		TV	1					1
SAYTI-106NS	Tennis-Green Ball	1						1					0	12		TV	1					1
SAYTI-107NS	Tennis-Intermediate	1						1					0	12		TV	1					1
SAYTI-201NS	Tennis-Red Ball	1						1					0	12		TV	1					1
SAYTI-202NS	Tennis-Red Ball	1						1					10	12		TV	1					1
SAYTI-203NS	Tennis-Orange Ball	1						1					4	12		TV	1					1
SAYTI-204NS	Tennis-Orange Ball	1						1					5	12		TV	1					1
SAYTI-205NS	Tennis-Green Ball	1						1					5	12		TV	1					1
SAYTI-206NS	Tennis-Green Ball	1						1					0	12		TV	1					1
SAYTI-207NS	Tennis-Intermediate	1						1					0	12		TV	1					1
SAYPB-101NS	Pickleball	1						1					0	12		TV	1					1
SAYPB-201NS	Pickleball	1						1					0	12		TV	1					1
SAYRI-101CP	Trailblazers Running Instruction	1									1		8	30		CO	1					1
SAYRI-102CP	Trailblazers Running Instruction	1									1		20	30		CO	1					1
SAYTB-101UW	T-Ball League	1									1		73	150		TV	1					1

Eau Claire Recreation Division Programs & Events		Program Category					Classification					Season Registration & Participation				Supervision						
Activity Number	Activity Name	Youth Activities	Adult Activities	Special Populations	Family Activities	Aquatics	Cultural	Educational	Physical Development/Fitness/Wellness	Social	Sport/Athletics	Fall/Winter	Summer	Maximum Class Size	Cancelled	Program Supervisor	Employee	Contractual	Partnership	Volunteer	Preschool 0-4	Youth 5-12
SAYWR-101CT	Wrestling Instruction	1						1					19	30		CD		1				1
SAYWR-201CT	Wrestling Instruction	1						1					9	30		CD		1				1
XSPGNC-101NC	Regional Playground Program	1								1			255	1000		OC	1					1
SAYKB-101AH	Kubb Instruction	1						1					24	40		CD	1					1
SAARR-101HB	RRR - Run Row Ride	1							1				33	200		JB	1					1
SAARW-101HB	RRR - Walk/Run 5k	1							1				2	200		JB	1					1
SAARD-101HB	RRR - Dog Walk/Run 2 Mile		1						1				43	200		JB	1					1
SAYSC-101SP	Soccer League Program 6-7 yrs.	1									1		104	120		JB	1					1
SAYSC-102SP	Soccer League Program 8-9 yrs.	1									1		112	120		JB	1					1
SAYSC-103SP	Soccer League Program 10-11 yrs.	1									1		115	120		JB	1					1
SAYSC-104SP	Soccer League Program 12-14 yrs.	1									1		74	120		JB	1					
SAYSC-105SP	Soccer League Program 15-17 yrs.	1									1					JB	2					
SAYSI-101SP	Soccer Instructional Program	1						1					26	40		JB	1					1
SAYSI-102SP	Soccer Instructional Program	1						1					24	40		JB	1					1
SAYSI-103SP	Soccer Instructional Program	1						1					34	40		JB	1					1
SAYSI-104SP	Soccer Instructional Program	1						1					40	40		JB	1					1
SAYSL-501CP	Sand Lot Sports - T-Ball	1							1				19	20		CO	1				1	1
SAYSL-401CP	Sand Lot Sports - T-Ball	1							1				19	20		CO	1					
SAYSL-901CP	Sand Lot Sports - T-Ball	1							1				11	20		CO	1				1	1
SAYSL-801CP	Sand Lot Sports - T-Ball	1							1				20	20		CO	1				1	1
SAYSL-201CP	Sand Lot Sports - Exploring Sports: Basketball & Soccer	1							1				17	15		CO	1				1	1
SAYSL-601CP	Sand Lot Sports - Exploring Sports: Basketball & Soccer	1							1				15	15		CO	1				1	1
SAYSL-301CP	Sand Lot Sports - Outdoor Exploration & Water Adventure	1							1				14	15		CO	1				1	1
SAYSL-701CP	Sand Lot Sports - Outdoor Exploration & Water Adventure	1							1				15	15		CO	1				1	1
SAYSL-301SP	Sand Lot Soccer-Itty Bitty	1							1				20	40		JB	1				1	
SAYSL-303SP	Sand Lot Soccer-Itty Bitty	1							1				31	40		JB	1				1	
SAYSL-204SP	Sand Lot Soccer-Half-Pint	1							1				29	40		JB	1				1	
SAYSL-304SP	Sand Lot Soccer-Half-Pint	1							1				31	40		JB	1				1	
SSPCS-101PH	SP - Camp Summertime 6-12			1						1			22	24		CO	1					1
SSPCS-201PH	SP - Camp Summertime 13-21			1						1			19	24		CO	1					
SSPPR-101BO	SP - Par-te-Rec			1						1			32	100		CO	1					
SSPPR-102BO	SP - Par-te-Rec			1						1			32	100		CO	1					
SSPAQ-101DM	Adaptive Swim Lessons					1		1					1	1		CD	1					1
SSPAQ-103DM	Adaptive Swim Lessons					1		1					1	1		CD	1					1
SSPAQ-121DM	Adaptive Swim Lessons					1		1					1	1		CD	1					1
SSPAQ-102DM	Adaptive Swim Lessons					1		1					1	1		CD	1					1
SSPAQ-104DM	Adaptive Swim Lessons					1		1					1	1		CD	1					1
SSPAQ-122DM	Adaptive Swim Lessons					1		1					1	1		CD	1					1
SSPAQ-301DM	Adaptive Swim Lessons					1		1					1	1		CD	1					1
SSPAQ-303DM	Adaptive Swim Lessons					1		1					1	1		CD	1					1
SSPAQ-321DM	Adaptive Swim Lessons					1		1					1	1		CD	1					1
SSPAQ-302DM	Adaptive Swim Lessons					1		1					1	1		CD	1					1
SSPAQ-304DM	Adaptive Swim Lessons					1		1					1	1		CD	1					1
SSPAQ-322DM	Adaptive Swim Lessons					1		1					1	1		CD	1					1
SSPAQ-601FF	Adaptive Swim Lessons					1		1					1	1		CD	1					1
SSPAQ-602FF	Adaptive Swim Lessons					1		1					1	1		CD	1					1
SSPAQ-101FF	Adaptive Swim Lessons					1		1					1	1		CD	1					1
SSPAQ-103FF	Adaptive Swim Lessons					1		1					1	1		CD	1					1
SSPAQ-102FF	Adaptive Swim Lessons					1		1					1	1		CD	1					1
SSPAQ-104FF	Adaptive Swim Lessons					1		1					1	1		CD	1					1
SSPAQ-301FF	Adaptive Swim Lessons					1		1					1	1		CD	1					1
SSPAQ-303FF	Adaptive Swim Lessons					1		1					1	1		CD	1					1
SSPAQ-302FF	Adaptive Swim Lessons					1		1					1	1		CD	1					1
SSPAQ-304FF	Adaptive Swim Lessons					1		1					1	1		CD	1					1
SSPAQ-101NS	Adaptive Swim Lessons					1		1					1	1		CD	1					1
SSPAQ-103NS	Adaptive Swim Lessons					1		1					1	1		CD	1					1
SSPAQ-121NS	Adaptive Swim Lessons					1		1					1	1		CD	1					1
SSPAQ-102NS	Adaptive Swim Lessons					1		1					1	1		CD	1					1
SSPAQ-104NS	Adaptive Swim Lessons					1		1					1	1		CD	1					1
SSPAQ-122NS	Adaptive Swim Lessons					1		1					1	1		CD	1					1
SSPAQ-301NS	Adaptive Swim Lessons					1		1					1	1		CD	1					1
SSPAQ-303NS	Adaptive Swim Lessons					1		1					1	1		CD	1					1
SSPAQ-321NS	Adaptive Swim Lessons					1		1					1	1		CD	1					1
SSPAQ-302NS	Adaptive Swim Lessons					1		1					1	1		CD	1					1
SSPAQ-304NS	Adaptive Swim Lessons					1		1					1	1		CD	1					1
SSPAQ-322NS	Adaptive Swim Lessons					1		1					1	1		CD	1					1
SAQDV-404FF	Advanced Diving					1		1					8	16		CD	1					1
SAQDV-502FF	Advanced Diving					1		1					9	8		CD	1					1
SLEAK-101HM	Sailing Instruction	1											12	12		CD	1					1
SLEAK-102BB	Advanced Canoeing	1						1					6	12		CD	1					
SLEAK-301BB	Advanced Canoeing	1						1					7	12		CD	1					
SLEOA-101BO	Art - Father's Day Frame				1		1						6	15		CO	1					
SLEOA-102BO	Art - Father's Day Frame	1					1						15	15		CO	1					1
SLEOA-103BO	Art - Father's Day Frame	1					1						15	15		CO	1					
SLEOA-201BO	Art - Tie Dye: Session 1				1		1						7	15		CO	1					
SLEOA-202BO	Art - Tie Dye: Session 1	1					1						14	15		CO	1					1
SLEOA-203BO	Art - Tie Dye: Session 1	1					1						13	15		CO	1					
SLEOA-301BO	Art - Canvas Painting				1		1						9	15		CO	1					
SLEOA-302BO	Art - Canvas Painting	1					1						15	15		CO	1					1
SLEOA-303BO	Art - Canvas Painting	1					1						15	15		CO	1					

Eau Claire Recreation Division Programs & Events		Program Category					Classification					Season Registration & Participation				Supervision						
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SLEOA-401BO	Art - Sculpey Mini Scuptures				1		1						6	15		CO	1					
SLEOA-402BO	Art - Sculpey Mini Scuptures	1					1						15	15		CO	1					1
SLEOA-403BO	Art - Sculpey Mini Scuptures	1					1						14	15		CO	1					
SLEOA-501BO	Art - Mosaic Stepping Stones				1		1						15	15		CO	1					
SLEOA-502BO	Art - Mosaic Stepping Stones	1					1						15	15		CO	1					1
SLEOA-503BO	Art - Mosaic Stepping Stones	1					1						15	15		CO	1					
SLEOA-601BO	Art - Arts and Crafts Super Centers				1		1						9	15		CO	1					
SLEOA-602BO	Art - Arts and Crafts Super Centers	1					1						15	15		CO	1					1
SLEOA-603BO	Art - Arts and Crafts Super Centers	1					1						15	15		CO	1					
SLEOA-701BO	Art - Chalk It Up				1		1						3	15		CO	1					
SLEOA-702BO	Art - Chalk It Up	1					1						15	15		CO	1					1
SLEOA-703BO	Art - Chalk It Up	1					1						15	15		CO	1					
SLEOA-801BO	Art - Tie Dye: Session 2				1		1						7	15		CO	1					
SLEOA-802BO	Art - Tie Dye: Session 2	1					1						17	15		CO	1					1
SLEOA-803BO	Art - Tie Dye: Session 2	1						1					15	15		CO	1					
SLEOA-104BO	Adaptive Art - Father's Day Frame			1				1					5	12		CO	1					1
SLEOA-204BO	Adaptive Art - Tie Dye			1				1					2	12		CO	1					1
SLEOA-304BO	Adaptive Art - Canvas Painting			1				1					7	12		CO	1					1
SLEOA-404BO	Adaptive Art - Sculpey Mini Sculptures			1				1					9	12		CO	1					1
SLEOA-504BO	Adaptive Art - Mosaic Stepping Stones			1				1					9	12		CO	1					1
SLEOA-604BO	Adaptive Art -Arts & Crafts Super Centers			1				1					3	12		CO	1					1
SLEOA-704BO	Adaptive Art - Chalk It Up			1				1					5	12		CO	1					1
SLEOA-804BO	Adaptive Art - Tie Dye			1				1					1	12		CO	1					1
SAQDV-401FF	Beginning Diving					1		1					4	8		CD	1					1
SAQDV-402FF	Beginning Diving												5	8		CD	1					1
SAQDV-403FF	Beginning Diving					1		1					12	8		CD	1					1
SAQDV-501FF	Beginning Diving					1		1					7	8		CD	1					1
SAQBB-301FF	Butterfly/Breast Stroke					1		1					8	10		CD	1					1
SLEAK-101BO	Introduction to Fly Tying	1											2	10		CD	1					
SLEAK-101PP	Introduction to Mountain Biking	1											6	10		CD	1					
SLEAK-101LC	Introduction to Mountain Biking	1											5	10		CD	1					
SLEAK-101BP	Fishing Workshop	1						1					7	10		CD	1					1
SLEAK-102BP	Fishing Workshop	1						1					6	10		CD	1					1
SLEAK-103BP	Fishing Workshop	1						1					4	10		CD	1					1
SLEAK-104BP	Fishing Workshop	1						1					0	10	1	CD	1					1
SLEAK-101BB	Canoeing & Basic Water Safety	1						1					11	12		CD	1					1
SLEAK-102BB	Canoeing & Basic Water Safety	1						1					12	12		CD	1					1
SLEAK-105UW	Introduction to Archery	1						1					6	6		CD	1					1
SLEAK-107UW	Introduction to Archery	1						1					6	6		CD	1					1
SLEAK-106UW	Advanced Archery	1						1					6	6		CD	1					1
SLEAK-108UW	Advanced Archery	1						1					6	6		CD	1					1
SLEAK-201BB	Canoeing & Basic Water Safety	1						1					12	12		CD	1					1
SLEAK-202BB	Canoeing & Basic Water Safety	1						1					12	12		CD	1					1
SLEAK-301BP	Camping Skills and Outdoor Education	1						1					18	18		CD	1					1
SLEAK-401BP	Camping Skills and Outdoor Education	1						1					18	18		CD	1					1
SLEYA-101BO	Under the Sea	1					1						6	12		CO	1					1
SLEYA-102BO	Cray-Cray for Clay	1					1						10	12		CO	1					1
SLEYA-103BO	Cray-Cray for Clay	1					1						11	12		CO	1					1
SLEYA-104BO	Under the Sea	1					1						10	12		CO	1					1
SLEYA-201BO	Wearable Art	1					1						1	12	1	CO	1					1
SLEYA-202BO	Paint, Print, and Dye	1					1						1	12	1	CO	1					1
SLEYA-203BO	Paint, Print, and Dye	1					1						13	12		CO	1					1
SLEYA-204BO	Wearable Art	1					1						13	12		CO	1					1
SLEYA-301BO	3D Extreme	1					1						6	12		CO	1					1
SLEYA-302BO	Paint, Print, and Dye	1					1						12	12		CO	1					1
SLEYA-303BO	Paint, Print, and Dye	1					1						11	12		CO	1					1
SLEYA-304BO	3D Extreme	1					1						7	12		CO	1					1
SLEYA-401BO	Cartooning & Comics	1					1						13	12		CO	1					1
SLEYA-402BO	Cray-Cray for Clay	1					1						13	12		CO	1					1
SLEYA-403BO	Cray-Cray for Clay	1					1						13	12		CO	1					1
SLEYA-404BO	Cartooning & Comics	1					1						13	12		CO	1					1
SLEWC-101DM	Stories with a Bite!	1						1					16	16		CO	1					1
SLEWC-104DM	Stories with a Bite!	1						1					16	16		CO	1					1
SLEWC-102DM	Chef in Training	1						1					20	20		CO	1					1
SLEWC-103DM	Chef in Training	1						1					20	20		CO	1					1
SAQDO-301NS	Dolphin					1		1					5	10		CD	1				1	1
SAQDO-421NS	Dolphin					1		1					12	10		CD	1				1	1
SAQOT-201NS	Dolphin					1		1					5	5		CD	1				1	1
SAQDO-301FF	Dolphin					1		1					5	10		CD	1				1	1
SAQDO-301DM	Dolphin					1		1					3	5		CD	1				1	1
SAQDO-101FF	Dolphin					1		1					5	5		CD	1				1	1
SAQDO-201FF	Dolphin					1		1					6	5		CD	1				1	1
SAQDO-101DM	Dolphin					1		1					3	5		CD	1				1	1
SAQDO-302NS	Dolphin					1		1					10	10		CD	1				1	1
SAQDO-401DM	Dolphin					1		1					8	10		CD	1				1	1
SAQDO-601FF	Dolphin					1		1					15	15		CD	1				1	1
SAQDO-502FF	Dolphin					1		1					5	5		CD	1				1	1
SAQDO-221DM	Dolphin					1		1					13	10		CD	1				1	1
SAQDO-501FF	Dolphin					1		1					5	5		CD	1				1	1
SAQDO-221NS	Dolphin					1		1					5	5		CD	1				1	1

Eau Claire Recreation Division Programs & Events		Program Category					Classification					Season Registration & Participation				Supervision						
Activity Number	Activity Name	Youth Activities	Adult Activities	Special Populations	Family Activities	Aquatics	Cultural	Educational	Physical Development/Fitness/Wellness	Social	Sport/Athletics	Fall/Winter	Summer	Maximum Class Size	Cancelled	Program Supervisor	Employee	Contractual	Partnership	Volunteer	Preschool 0-4	Youth 5-12
SAQBC-301FF	Front Crawl/Back Stroke					1		1					9	10		CD	1					1
SAYTM-101DM	Groove-Nastics	1						1					11	18		OC	1				1	1
SAYTM-201DM	Groove-Nastics	1						1					16	18		OC	1				1	1
SAYTM-301DM	Groove-Nastics	1						1					6	18		OC	1				1	1
SAYTM-401DM	Groove-Nastics	1						1					7	18		OC	1				1	1
SAQJL-101NS	Junior Lifeguarding					1		1					9	10		CD	1					
SAQJL-321DM	Junior Lifeguarding					1		1					8	10		CD	1					
SAQIS-101DM	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-103DM	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-105DM	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-107DM	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-109DM	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-111DM	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-121DM	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-123DM	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-125DM	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-102DM	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-104DM	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-106DM	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-108DM	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-110DM	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-112DM	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-122DM	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-124DM	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-126DM	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-301DM	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-303DM	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-305DM	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-307DM	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-309DM	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-311DM	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-321DM	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-323DM	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-325DM	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-302DM	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-304DM	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-306DM	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-308DM	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-310DM	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-312DM	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-322DM	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-324DM	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-326DM	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-601FF	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-602FF	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-603FF	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-604FF	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-605FF	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-606FF	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-607FF	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-608FF	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-101FF	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-103FF	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-102FF	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-104FF	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-301FF	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-303FF	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-302FF	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-304FF	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-101NS	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-103NS	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-105NS	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-107NS	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-109NS	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-109NS	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-111NS	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-121NS	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-123NS	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-125NS	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-102NS	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-104NH	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-106NH	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-108NS	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-110NS	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-112NS	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-122NS	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-124NS	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-126NS	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-301NS	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-303NS	Individual Swim Lessons					1		1					1	1		CD	1					1

Eau Claire Recreation Division Programs & Events		Program Category					Classification					Season Registration & Participation				Supervision						
Activity Number	Activity Name	Youth Activities	Adult Activities	Special Pokulations	Family Activities	Aquatics	Cultural	Educational	Physical Development/Fitness/Wellness	Social	Sport/Athletics	Fall/Winter	Summer	Maximum Class Size	Cancelled	Program Supervisor	Employee	Contractual	Partnership	Volunteer	Preschool 0-4	Youth 5-12
SAQIS-305NS	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-307NS	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-309NS	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-311NS	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-321NS	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-323NS	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-325NS	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-302NS	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-304NS	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-306NS	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-308NS	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-310NS	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-312NS	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-322NS	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-324NS	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQIS-326NS	Individual Swim Lessons					1		1					1	1		CD	1					1
SAQL1-101FF	Level 1					1		1					15	16		CD	1					1
SAQL1-301FF	Level 1					1		1					15	16		CD	1					1
SAQLI-101DM	Level 1					1		1					13	16		CD	1					1
SAQL1-102DM	Level 1					1		1					16	16		CD	1					1
SAQL1-121DM	Level 1					1		1					14	16		CD	1					1
SAQL1-101NS	Level 1					1		1					16	16		CD	1					1
SAQL1-121NS	Level 1					1		1					15	8		CD	1					1
SAQL1-122NS	Level 1					1		1					16	16		CD	1					1
SAQL1-201DM	Level 1					1		1					10	16		CD	1					1
SAQL1-201FF	Level 1					1		1					16	16		CD	1					1
SAQL1-202FF	Level 1					1		1					10	8		CD	1					1
SAQL1-201NS	Level 1					1		1					14	16		CD	1					1
SAQL1-202NS	Level 1					1		1					7	16		CD	1					1
SAQL1-201NS	Level 1					1		1					4	16		CD	1					1
SAQL1-221NS	Level 1					1		1					10	16		CD	1					1
SAQL1-301DM	Level 1					1		1					15	8		CD	1					1
SAQL1-301NS	Level 1					1		1					15	16		CD	1					1
SAQL1-302NS	Level 1					1		1					7	16		CD	1					1
SAQL1-321NS	Level 1					1		1					6	16		CD	1					1
SAQL1-401DM	Level 1					1		1					10	16		CD	1					1
SAQL1-421DM	Level 1					1		1					15	16		CD	1					1
SAQL1-401FF	Level 1					1		1					8	16		CD	1					1
SAQL1-401NS	Level 1					1		1					8	16		CD	1					1
SAQLI-402NS	Level 1					1		1					5	8		CD	1					1
SAQLI-421NS	Level 1					1		1					6	8		CD	1					1
SAQLI-501FF	Level 1					1		1					16	16		CD	1					1
SAQLI-502FF	Level 1					1		1					8	8		CD	1					1
SAQLI-601FF	Level 1					1		1					16	16		CD	1					1
SAQLI-602FF	Level 1					1		1					16	16		CD	1					1
SAQL2-401FF	Level 2					1		1					16	16		CD	1					1
SAQL2-201FF	Level 2					1		1					16	16		CD	1					1
SAQL2-201NS	Level 2					1		1					16	16		CD	1					1
SAQL2-402FF	Level 2					1		1					8	8		CD	1					1
SAQL2-101NS	Level 2					1		1					16	16		CD	1					1
SAQL2-102NS	Level 2					1		1					16	16		CD	1					1
SAQL2-121NS	Level 2					1		1					16	16		CD	1					1
SAQL2-301NS	Level 2					1		1					16	16		CD	1					1
SAQL2-302FF	Level 2					1		1					8	8		CD	1					1
SAQL2-101DM	Level 2					1		1					16	16		CD	1					1
SAQL2-322NS	Level 2					1		1					8	8		CD	1					1
SAQL2-101FF	Level 2					1		1					8	8		CD	1					1
SAQL2-121DM	Level 2					1		1					16	16		CD	1					1
SAQL2-201DM	Level 2					1		1					16	16		CD	1					1
SAQL2-221DM	Level 2					1		1					16	16		CD	1					1
SAQL2-221NS	Level 2					1		1					16	16		CD	1					1
SAQL2-321NS	Level 2					1		1					16	16		CD	1					1
SAQL2-302NS	Level 2					1		1					16	16		CD	1					1
SAQL2-222DM	Level 2					1		1					16	16		CD	1					1
SAQL2-202FF	Level 2					1		1					16	8		CD	1					1
SAQL2-301FF	Level 2					1		1					16	8		CD	1					1
SAQL2-222DM	Level 2					1		1					16	16		CD	1					1
SAQL2-301DM	Level 2					1		1					16	16		CD	1					1
SAQL2-302DM	Level 2					1		1					10	16		CD	1					1
SAQL2-321DM	Level 2					1		1					7	8		CD	1					1
SAQL2-401DM	Level 2					1		1					8	8		CD	1					1
SAQL2-402DM	Level 2					1		1					6	8		CD	1					1
SAQL2-421DM	Level 2					1		1					9	16		CD	1					1
SAQL2-401NS	Level 2					1		1					11	16		CD	1					1
SAQL2-421NS	Level 2					1		1					9	16		CD	1					1
SAQL2-501FF	Level 2					1		1					16	16		CD	1					1
SAQL2-502FF	Level 2					1		1					16	16		CD	1					1
SAQL2-601FF	Level 2					1		1					16	16		CD	1					1
SAQL2-402NS	Level 2					1		1					7	8		CD	1					1
SAQL3-101NS	Level 3					1		1					8	8		CD	1					1

Eau Claire Recreation Division Programs & Events		Program Category					Classification					Season Registration & Participation				Supervision						
Activity Number	Activity Name	Youth Activities	Adult Activities	Special Populations	Family Activities	Aquatics	Cultural	Educational	Physical Development/Fitness/Wellness	Social	Sport/Athletics	Fall/Winter	Summer	Maximum Class Size	Cancelled	Program Supervisor	Employee	Contractual	Partnership	Volunteer	Preschool 0-4	Youth 5-12
SAQL3-401NS	Level 3					1		1					8	8		CD	1					1
SAQL3-401FF	Level 3					1		1					16	16		CD	1					1
SAQL3-402FF	Level 3					1		1					8	8		CD	1					1
SAQL3-201NS	Level 3					1		1					8	8		CD	1					1
SAQL3-101DM	Level 3					1		1					10	8		CD	1					1
SAQL3-102DM	Level 3					1		1					7	16		CD	1					1
SAQL3-301NS	Level 3					1		1					8	8		CD	1					1
SAQL3-121DM	Level 3					1		1					8	8		CD	1					1
SAQL3-121NS	Level 3					1		1					8	16		CD	1					1
SAQL3-202NS	Level 3					1		1					16	16		CD	1					1
SAQL3-302NS	Level 3					1		1					7	8		CD	1					1
SAQL3-221NS	Level 3					1		1					8	8		CD	1					1
SAQL3-122DM	Level 3					1		1					14	16		CD	1					1
SAQL3-122NS	Level 3					1		1					8	8		CD	1					1
SAQL3-402NS	Level 3					1		1					8	8		CD	1					1
SAQL3-101FF	Level 3					1		1					8	8		CD	1					1
SAQL3-201FF	Level 3					1		1					8	8		CD	1					1
SAQL3-201DM	Level 3					1		1					7	8		CD	1					1
SAQL3-301FF	Level 3					1		1					8	16		CD	1					1
SAQL3-401DM	Level 3					1		1					8	16		CD	1					1
SAQL3-403NS	Level 3					1		1					7	8		CD	1					1
SAQL3-302FF	Level 3					1		1					5	8		CD	1					1
SAQL3-221DM	Level 3					1		1					7	8		CD	1					1
SAQL3-501FF	Level 3					1		1					10	8		CD	1					1
SAQL3-102FF	Level 3					1		1					6	8		CD	1					1
SAQL3-402DM	Level 3					1		1					16	16		CD	1					1
SAQL3-421DM	Level 3					1		1					4	8		CD	1					1
SAQL3-202FF	Level 3					1		1					7	8		CD	1					1
SAQL3-422DM	Level 3					1		1					6	8		CD	1					1
SAQL3-301DM	Level 3					1		1					7	8		CD	1					1
SAQL3-321DM	Level 3					1		1					7	8		CD	1					1
SAQL3-322DM	Level 3					1		1					3	8		CD	1					1
SAQL3-601FF	Level 3					1		1					6	8		CD	1					1
SAQL3-402NS	Level 3					1		1					5	8		CD	1					1
SAQL3-421NS	Level 3					1		1					7	8		CD	1					1
SAQL3-303FF	Level 3					1		1					6	8		CD	1					1
SAQL3-222NS	Level 3					1		1					8	8		CD	1					1
SAQL3-321NS	Level 3					1		1					4	8		CD	1					1
SAQL3-422NS	Level 3					1		1					14	16		CD	1					1
SAQL4-101NS	Level 4					1		1					9	10		CD	1					1
SAQL4-121NS	Level 4					1		1					10	10		CD	1					1
SAQL4-301NS	Level 4					1		1					10	10		CD	1					1
SAQL4-101DM	Level 4					1		1					10	10		CD	1					1
SAQL4-401NS	Level 4					1		1					10	10		CD	1					1
SAQL4-201NS	Level 4					1		1					8	10		CD	1					1
SAQL4-121DM	Level 4					1		1					10	10		CD	1					1
SAQL4-321NS	Level 4					1		1					5	10		CD	1					1
SAQL4-202NS	Level 4					1		1					10	10		CD	1					1
SAQL4-401FF	Level 4					1		1					6	10		CD	1					1
SAQL4-101FF	Level 4					1		1					10	10		CD	1					1
SAQL4-322DM	Level 4					1		1					10	10		CD	1					1
SAQL4-402NS	Level 4					1		1					9	10		CD	1					1
SAQL4-221NS	Level 4					1		1					8	10		CD	1					1
SAQL4-201FF	Level 4					1		1					4	10		CD	1					1
SAQL4-301DM	Level 4					1		1					6	10		CD	1					1
SAQL4-122DM	Level 4					1		1					9	10		CD	1					1
SAQL4-501FF	Level 4					1		1					10	4		CD	1					1
SAQL4-302DM	Level 4					1		1					10	10		CD	1					1
SAQL4-201DM	Level 4					1		1					9	10		CD	1					1
SAQL4-221DM	Level 4					1		1					5	10		CD	1					1
SAQL4-422NS	Level 4					1		1					7	10		CD	1					1
SAQL4-401DM	Level 4					1		1					8	10		CD	1					1
SAQL4-421NS	Level 4					1		1					10	10		CD	1					1
SAQL4-102FF	Level 4					1		1					10	10		CD	1					1
SAQL4-601FF	Level 4					1		1					10	10		CD	1					1
SAQL4-321DM	Level 4					1		1					10	10		CD	1					1
SAQL5-401FF	Level 5					1		1					10	10		CD	1					1
SAQL5-101NS	Level 5					1		1					7	5		CD	1					1
SAQL5-201DMC	Level 5					1		1					5	5		CD	1					1
SAQL5-301NS	Level 5					1		1					10	10		CD	1					1
SAQL5-101FF	Level 5					1		1					10	10		CD	1					1
SAQL5-201FFC	Level 5					1		1					5	10		CD	1					1
SAQL5-221DM	Level 5					1		1					7	10		CD	1					1
SAQL5-201NS	Level 5					1		1					7	10		CD	1					1
SAQL5-222DM	Level 5					1		1					6	5		CD	1					1
SAQL5-101DM	Level 5					1		1					4	5		CD	1					1
SAQL5-221NSC	Level 5					1		1					8	5		CD	1					1
SAQL5-121DMC	Level 5					1		1					10	10		CD	1					1
SAQL5-222NS	Level 5					1		1					9	10		CD	1					1
SAQL5-121NS	Level 5					1		1					4	5		CD	1					1

Eau Claire Recreation Division Programs & Events		Program Category					Classification					Season Registration & Participation				Supervision						
Activity Number	Activity Name	Youth Activities	Adult Activities	Special Pollutions	Family Activities	Aquatics	Cultural	Educational	Physical Development/Fitness/Wellness	Social	Sport/Athletics	Fall/Winter	Summer	Maximum Class Size	Cancelled	Program Supervisor	Employee	Contractual	Partnership	Volunteer	Preschool 0-4	Youth 5-12
SAQL5-321DM	Level 5					1		1					6	10		CD	1					1
SAQL5-401DM	Level 5					1		1					4	10		CD	1					1
SAQL5-421NS	Level 5					1		1					7	10		CD	1					1
SAQL5-501FF	Level 5					1		1					10	10		CD	1					1
SAQL5-601FF	Level 5					1		1					9	10		CD	1					1
SAQL5-422NSC	Level 5					1		1					5	5		CD	1					1
SAQL5-301DM	Level 5					1		1					8	10		CD	1					1
SAQL5-321NS	Level 5					1		1					9	10		CD	1					1
SAQL6-501FF	Level 6					1		1					8	10		CD	1					1
SAQL6-101NS	Level 6					1		1					4	5		CD	1					1
SAQL6-421DM	Level 6					1		1					5	5		CD	1					1
SAQL6-301NS	Level 6					1		1					10	10		CD	1					1
SAQL6-421NSC	Level 6					1		1					5	10		CD	1					1
SAQL6-201FFC	Level 6					1		1					3	10		CD	1					1
SAQL6-221NSC	Level 6					1		1					3	5		CD	1					1
SAQL6-401DM	Level 6					1		1					5	5		CD	1					1
SAQL6-321NS	Level 6					1		1					4	5		CD	1					1
SAQL6-101DM	Level 6					1		1					3	10		CD	1					1
SAQL6-121DM	Level 6					1		1					4	10		CD	1					1
SAQL6-101FF	Level 6					1		1					8	10		CD	1					1
SAQL6-221DMC	Level 6					1		1					3	5		CD	1					1
SAQL6-301DM	Level 6					1		1					9	10		CD	1					1
SAQLG-301FF	Lifeguard Training					1		1					10	10		CD	1					
SAQOT-101DM	Otter					1		1					12	15		CD	1				1	1
SAQOT-101NS	Otter					1		1					8	10		CD	1				1	1
SAQOT-102NS	Otter					1		1					8	10		CD	1				1	1
SAQOT-301NS	Otter					1		1					8	10		CD	1				1	1
SAQOT-321NS	Otter					1		1					9	10		CD	1				1	1
SAQOT-201NS	Otter					1		1					5	5		CD	1				1	1
SAQOT-202NS	Otter					1		1					3	5		CD	1				1	1
SAQOT-301FF	Otter					1		1					3	5		CD	1				1	1
SAQOT-101FF	Otter					1		1					15	15		CD	1				1	1
SAQOT-201FF	Otter					1		1					15	15		CD	1				1	1
SAQOT-203NS	Otter					1		1					8	10		CD	1				1	1
SAQOT-501FF	Otter					1		1					15	15		CD	1				1	1
SAQOT-201DM	Otter					1		1					6	10		CD	1				1	1
SAQOT-301DM	Otter					1		1					19	5		CD	1				1	1
SAQOT-221DM	Otter					1		1					19	15		CD	1				1	1
SAQOT-401DM	Otter					1		1					8	10		CD	1				1	1
SAQOT-401FF	Otter					1		1					9	10		CD	1				1	1
SAQOT-421NS	Otter					1		1					10	10		CD	1				1	1
SAQOT-601FF	Otter					1		1					6	8		CD	1				1	1
SAQOT-401NS	Otter					1		1					6	10		CD	1				1	1
SAQOT-421DM	Otter					1		1					7	10		CD	1				1	1
SAQOT-502FF	Otter					1		1					18	10		CD	1				1	1
SAQP1-101DM	Parent Child Level 1					1		1					14	15		CD	1				1	
SAQP1-101NS	Parent Child Level 1					1		1					14	15		CD	1				1	
SAQP1-121NS	Parent Child Level 1					1		1					16	15		CD	1				1	
SAQP1-221DM	Parent Child Level 1					1		1					13	20		CD	1				1	
SAQP1-321DM	Parent Child Level 1					1		1					13	15		CD	1				1	
SAQP1-421DM	Parent Child Level 1					1		1					12	15		CD	1				1	
SAQP1-601FF	Parent Child Level 1					1		1					14	15		CD	1				1	
SAQP1-421NS	Parent Child Level 1					1		1					15	15		CD	1				1	
SAQP1-401DM	Parent Child Level 1					1		1					15	10		CD	1				1	
SAQP1-501FF	Parent Child Level 1					1		1					13	10		CD	1				1	
SAQP2-121DM	Parent Child Level 2					1		1					15	15		CD	1				1	
SAQP2-601FF	Parent Child Level 2					1		1					18	20		CD	1				1	
SAQP2-201FF	Parent Child Level 2					1		1					14	15		CD	1				1	
SAQP2-301DM	Parent Child Level 2					1		1					12	15		CD	1				1	
SAQP2-321NS	Parent Child Level 2					1		1					13	15		CD	1				1	
SAQP2-401FF	Parent Child Level 2					1		1					12	15		CD	1				1	
SAQSE-301NH	Seal					1		1					6	5		CD	1				1	1
SAQSE-301NS	Seal					1		1					11	10		CD	1				1	1
SAQSE-421SM	Seal					1		1					8	15		CD	1				1	1
SAQSE-201NS	Seal					1		1					5	5		CD	1				1	1
SAQSE-301FF	Seal					1		1					10	15		CD	1				1	1
SAQSE-101FF	Seal					1		1					11	15		CD	1				1	1
SAQSE-201FF	Seal					1		1					8	15		CD	1				1	1
SAQSE-501FF	Seal					1		1					5	10		CD	1				1	1
SAQSE-121DM	Seal					1		1					5	10		CD	1				1	1
SAQSE-321DM	Seal					1		1					7	10		CD	1				1	1
SAQSE-301FF	Seal					1		1					12	15		CD	1				1	1
SAQSE-301NS	Seal					1		1					7	10		CD	1				1	1
SAQSE-401DM	Seal					1		1					5	5		CD	1				1	1
SAQSE-421DM	Seal					1		1					8	10		CD	1				1	1
SAQSE-601FF	Seal					1		1					14	15		CD	1				1	1
SAQSE-401NS	Seal					1		1					8	5		CD	1				1	1
SAQSE-201NS	Seal					1		1					11	15		CD	1				1	1
SAQSE-401FF	Seal					1		1					9	5		CD	1				1	1
SAQSE-201DM	Seal					1		1					9	15		CD	1				1	1

Eau Claire Recreation Division Programs & Events		Program Category					Classification					Season Registration & Participation				Supervision						
Activity Number	Activity Name	Youth Activities	Adult Activities	Special Pululations	Family Activities	Aquatics	Cultural	Educational	Physical Development/Fitness/Wellness	Social	Sport/Athletics	Fall/Winter	Summer	Maximum Class Size	Cancelled	Program Supervisor	Employee	Contractual	Partnership	Volunteer	Preschool 0-4	Youth 5-12
SAQSE-321NS	Seal					1		1					4	15		CD	1				1	1
SAQSE-502FF	Seal					1		1					4	5		CD	1				1	1
SAQSF-501FF	Snorkel & Fin					1		1					7	10		CD	1					1
SAQSF-502FF	Snorkel & Fin					1		1					10	10		CD	1					1
SAYTM-102DM	Tremendous Three's	1						1					18	18		CO	1				1	
SAYTM-202DM	Tremendous Three's	1						1					9	18		CO	1				1	
SAYTM-302DM	Tremendous Three's	1						1					18	18		CO	1				1	
SAYTM-101DM	Fabulous Four's	1						1					9	18		CO	1				1	
SAYTM-201DM	Fabulous Four's	1						1					14	18		CO	1				1	
SAYTM-301DM	Fabulous Four's	1						1					15	18		CO	1				1	
SAYTM-401DM	Fabulous Four's	1						1					10	18		CO	1				1	
SAYBS-101BO	American Red Cross Babysitters Training w/Pediatric First Aid/CPR	1						1					10	10		CD						1
SAYBS-201BO	American Red Cross Babysitters Training w/Pediatric First Aid/CPR	1						1					10	10		CD						1
SAYBS-301BO	American Red Cross Babysitters Training w/Pediatric First Aid/CPR	1						1					10	10		CD						1
SAYTI-101DM	Tennis-Orange Ball	1						1					5	12		TV	1					1
SAYPB-101DM	Pickleball	1						1					6	12		TV	1					1
SAYPB-102DM	Pickleball Game Play	1						1					7	12		TV	1					1
SAYHK-101HB	Intro to Hockey Session 1	1									1		30	30		PN	1					1
SAYHK-201HB	Intro to Hockey Session 2	1									1		30	30		PN	1					1
	Adult Bean Bags / Cornhole		1								1		20	20		JB	1					
	Adult Kickball Coed		1								1	163		200		JB	1					
	Adult Open Basketball		1						1			225				CO	1					
	Adult Open Broomball		1						1			48				PN	1					
	Adult Open Hockey		1						1			236				PN	1					
	Adult Open Pickleball		1						1			636				CO	1					
	Adult Open Volleyball		1						1			220				CO	1					
	Adult Indoor Pickleball Tournament		1								1					JB	1					
	Adult Soccer Coed		1								1	73	111			JB	1					
	Adult Slowpitch Softball Coed		1								1		446	960		JB		1				
	Adult Softball Mens Fastpitch		1								1	93	902	1440		JB		1				
	Adult Ultimate Frisbee		1								1		35			JB	1					
	Adult Volleyball Coed Power		1								1	55		120		CO		1				
	Adult Volleyball Coed Recreational		1								1	55		120		CO		1				
	Adult Volleyball Womens Power		1								1	80		120		CO		1				
	Adult Volleyball Womens 4 v 4		1								1	32		32		CO	1					
	Amazing Eau Claire Clean-up	1	1	1	1			1		1		567		600		CO				1		1
	Doggie Swim Fest				1	1				1						CD	1					
	Clearwater Winter Parade	1	1	1	1					1		1				DC	1	1	1	1	1	1
	Express Night				1					1			1			DC						1
	Fairfax Open Swim (Season Attendance)				1					1			56383			CD	1				1	1
	Family Open Swim & Skate				1	1				1						OC	1				1	1
	Fourth of July				1					1			1			DC					1	1
	Hobbs New Years Eve Event				1					1		367		400		PN	1				1	1
	Hobbs Open Skate				1					1		5916		7000		PN	1				1	1
	Hobbs Rink Rat Hockey	1							1			678		800		PN	1					1
	Hobbs Special Event Schools Out Skating	1								1		1124		1500		PN	1					1
	Make a Difference Day	1	1	1	1					1		0				CO				1		1
	National Night Out				1					1			1274			CO	1		1		1	1
	Open Swim @ Schools				1					1		297				CO	1				1	1
	Operation Blanket Eau Claire	1	1	1	1					1						OC				1	1	1
	Outdoor Skating Rinks				1					1		8975				CD	1				1	1
	Strut Your Mutt				1					1		30				CD	1				1	1
	Winter After Hours				1					1		1452				CD	1				1	1
		246	26	22	32	452	39	608	33	52	29	22340	65429	25345	20	0	732	26	2	4	121	644

Age					Skill Level					Day							Time														Community Parks & Facilities														
Teen 13-17	Adult 18-54	Older Adult 55+	Special Populations	Family	Beginner	Intermediate	Advanced	Instructional League	House League	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM	8:00 PM	9:00 PM	Fairfax Pool	Hobbs Ice Arena	Boyd Park	Carson Park	Mt Simon Park	Owen Park	Phoenix Park	Riverview Park	Rod & Gun Park	Soccer Park	UWEC Bollinger Field Complex	Cameron Neighborhood Park	Demmler Neighborhood Park	Grover Heights Neighborhood Park	Kessler Neighborhood Park
337	71	52	60	33	498	122	71	1	19	445	435	441	428	61	61	30	22	111	117	123	87	26	7	12	47	65	102	90	24	15	109	58	60	32	2	2	0	0	0	15	4	2	0	0	1
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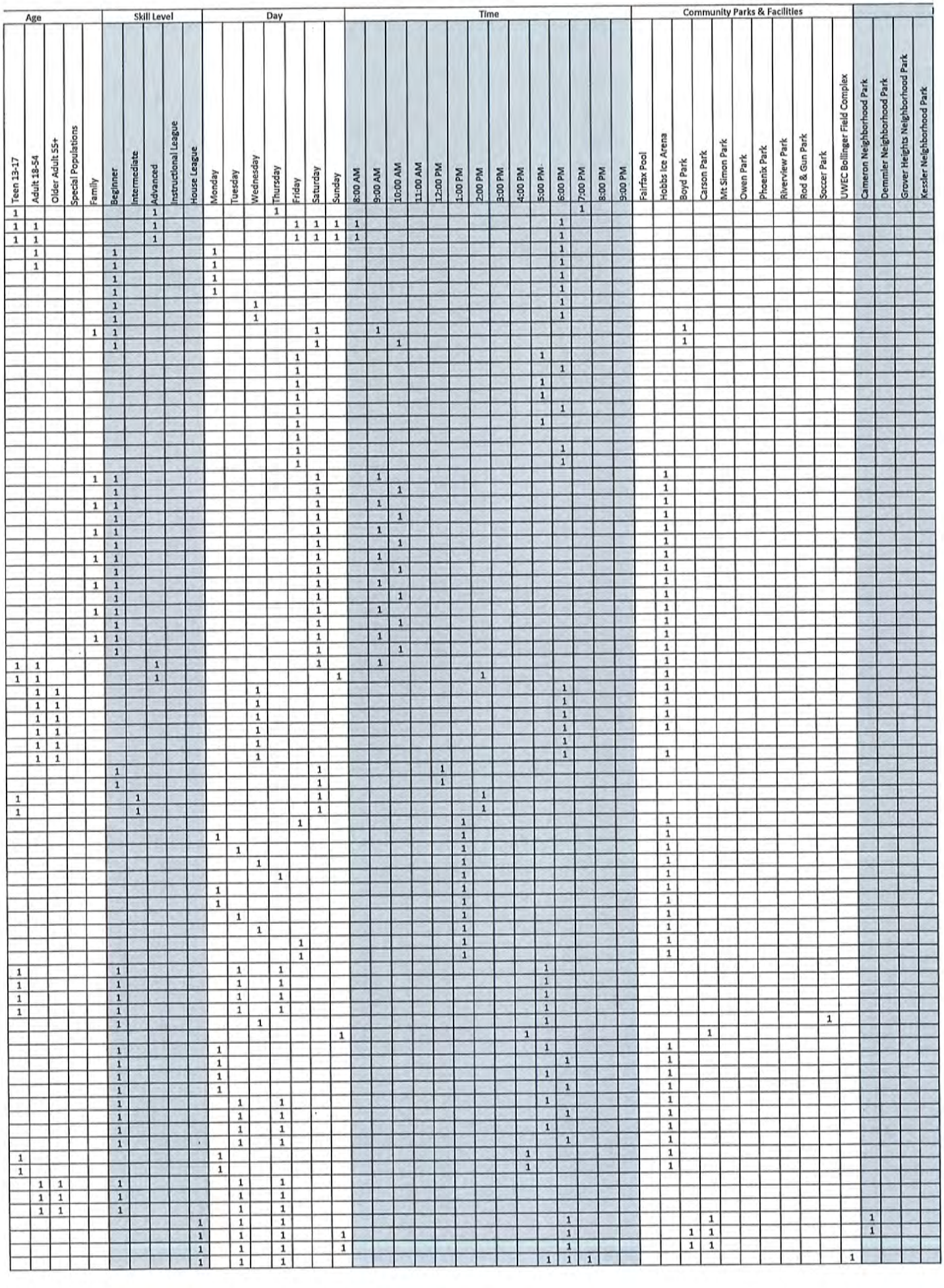
Age
Teen 13-17
Adult 18-54
Older Adult 55+
Special Populations
Family
Skill Level
Beginner
Intermediate
Advanced
Instructional League
House League
Day
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
Sunday
Time
8:00 AM
9:00 AM
10:00 AM
11:00 AM
12:00 PM
1:00 PM
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5:00 PM
6:00 PM
7:00 PM
8:00 PM
9:00 PM
Community Parks & Facilities
Fairfax Pool
Hobbs Ice Arena
Boyd Park
Carson Park
Mt Simon Park
Owen Park
Phoenix Park
Riverview Park
Rod & Gun Park
Soccer Park
UWEC Bollinger Field Complex
Cameron Neighborhood Park
Demmler Neighborhood Park
Grover Heights Neighborhood Park
Kessler Neighborhood Park

Age					Skill Level					Day							Time														Community Parks & Facilities														
Teen 13-17	Adult 18-54	Older Adult 55+	Special Populations	Family	Beginner	Intermediate	Advanced	Instructional League	House League	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM	8:00 PM	9:00 PM	Fairfax Pool	Hobbs Ice Arena	Boyd Park	Carson Park	Mt Simon Park	Owen Park	Phoenix Park	Riverview Park	Rod & Gun Park	Soccer Park	UWEC Bollinger Field Complex	Cameron Neighborhood Park	Demmler Neighborhood Park	Grover Heights Neighborhood Park	Kessler Neighborhood Park
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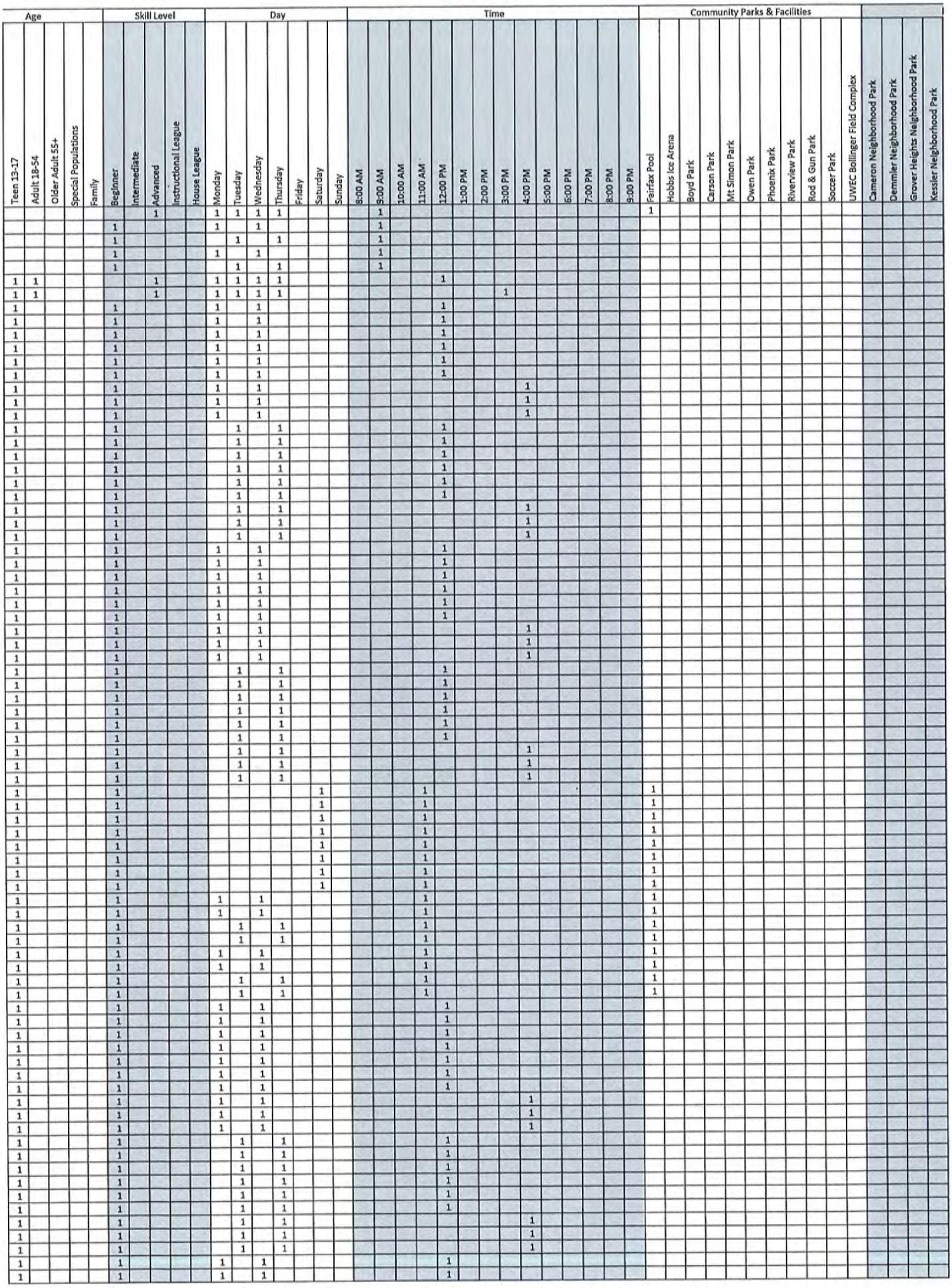
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Older Adult 55+
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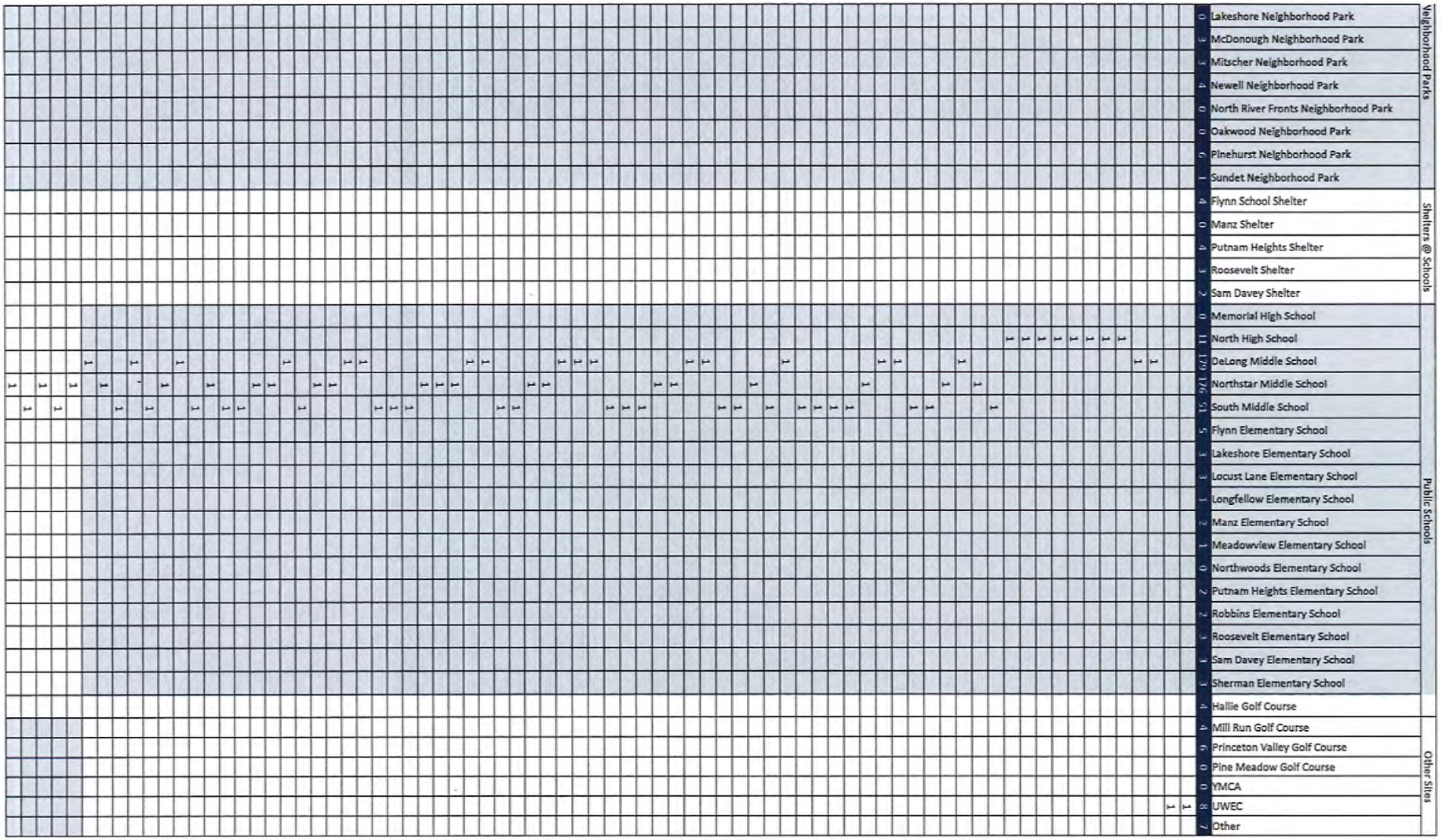
Neighborhood Parks
Shelters @ Schools
Public Schools
Other Sites
0 Lakeshore Neighborhood Park
3 McDonough Neighborhood Park
3 Mitscher Neighborhood Park
4 Newell Neighborhood Park
0 North River Fronts Neighborhood Park
0 Oakwood Neighborhood Park
6 Pinehurst Neighborhood Park
1 Sundet Neighborhood Park
4 Flynn School Shelter
0 Manz Shelter
4 Putnam Heights Shelter
3 Roosevelt Shelter
2 Sam Davey Shelter
0 Memorial High School
11 North High School
179 DeLong Middle School
176 Northstar Middle School
151 South Middle School
5 Flynn Elementary School
3 Lakeshore Elementary School
3 Locust Lane Elementary School
1 Longfellow Elementary School
2 Manz Elementary School
1 Meadowview Elementary School
0 Northwoods Elementary School
2 Putnam Heights Elementary School
2 Robbins Elementary School
3 Roosevelt Elementary School
2 Sam Davey Elementary School
3 Sherman Elementary School
4 Hallie Golf Course
4 Mill Run Golf Course
5 Princeton Valley Golf Course
0 Pine Meadow Golf Course
0 YMCA
8 UWEC
7 Other

Neighborhood Parks								Shelters @ Schools					Public Schools																		Other Sites					
Lakeshore Neighborhood Park	McDonough Neighborhood Park	Mitscher Neighborhood Park	Newell Neighborhood Park	North River Fronts Neighborhood Park	Oakwood Neighborhood Park	Pinehurst Neighborhood Park	Sundet Neighborhood Park	Flynn School Shelter	Manz Shelter	Putnam Heights Shelter	Roosevelt Shelter	Sam Davey Shelter	Memorial High School	North High School	DeLong Middle School	Northstar Middle School	South Middle School	Flynn Elementary School	Lakeshore Elementary School	Locust Lane Elementary School	Longfellow Elementary School	Manz Elementary School	Meadowview Elementary School	Northwoods Elementary School	Putnam Heights Elementary School	Robbins Elementary School	Roosevelt Elementary School	Sam Davey Elementary School	Sherman Elementary School	Hallie Golf Course	Mill Run Golf Course	Princeton Valley Golf Course	Pine Meadow Golf Course	YMCA	UWEC	Other
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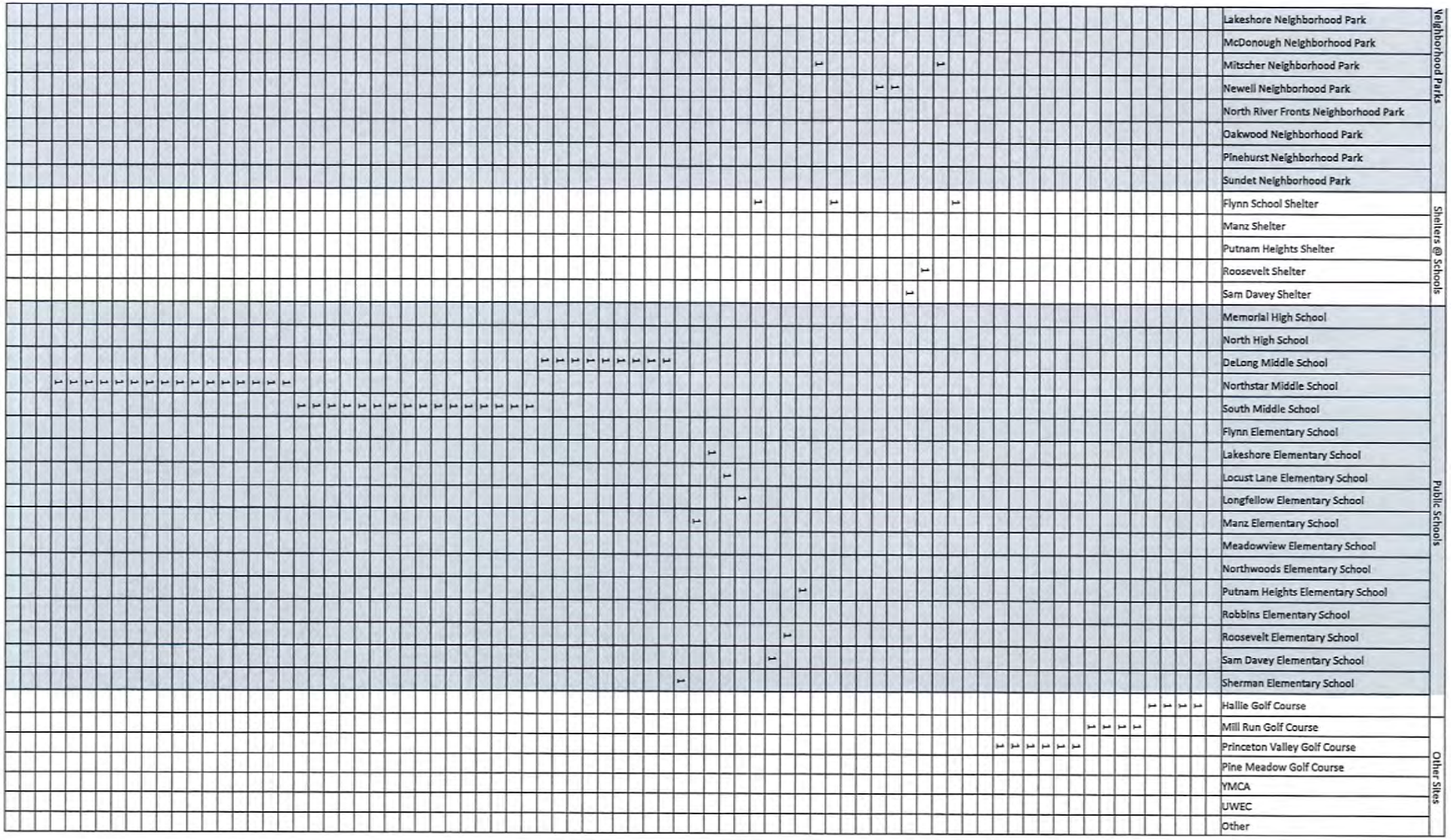
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Other Sites
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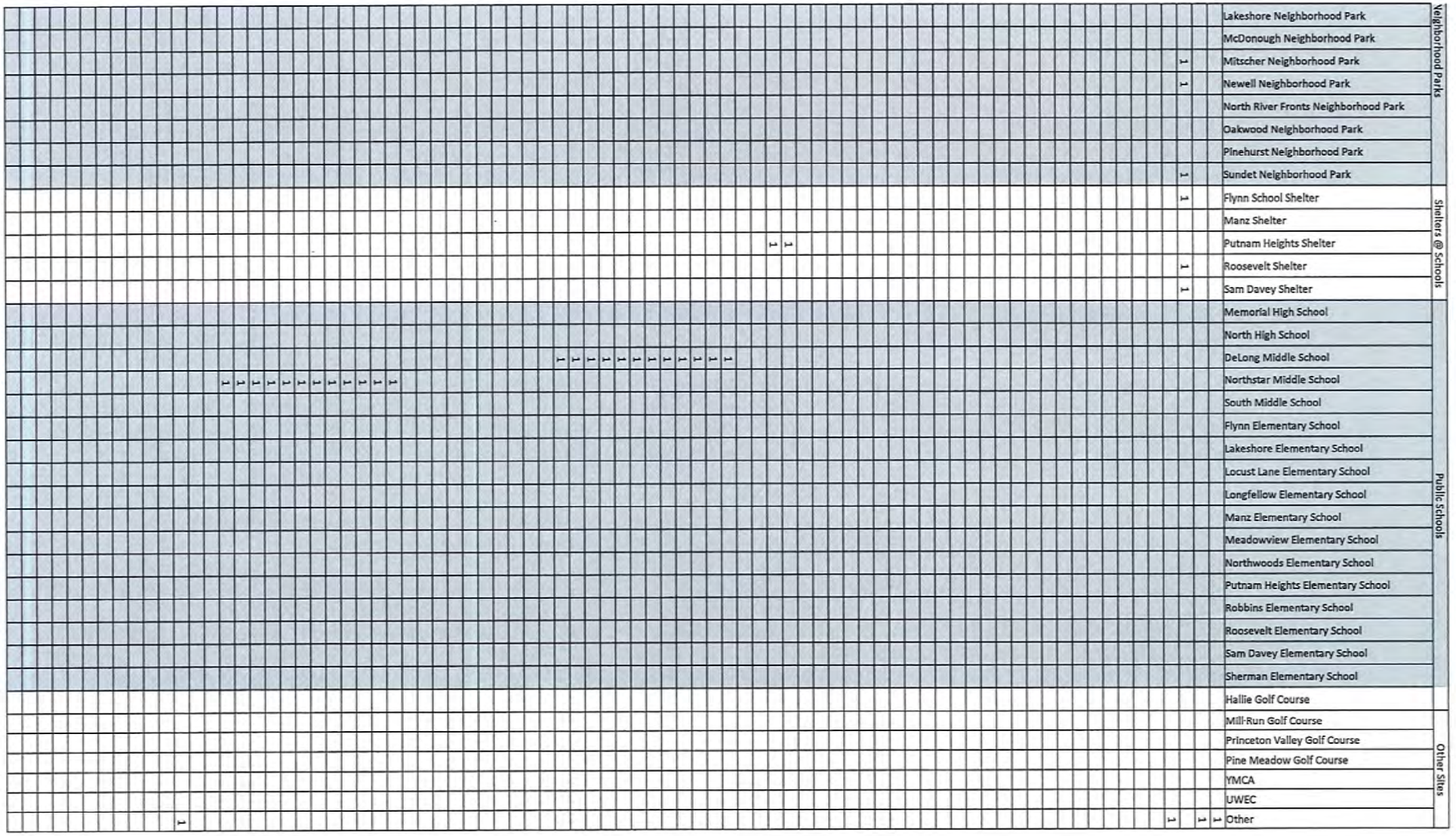
Other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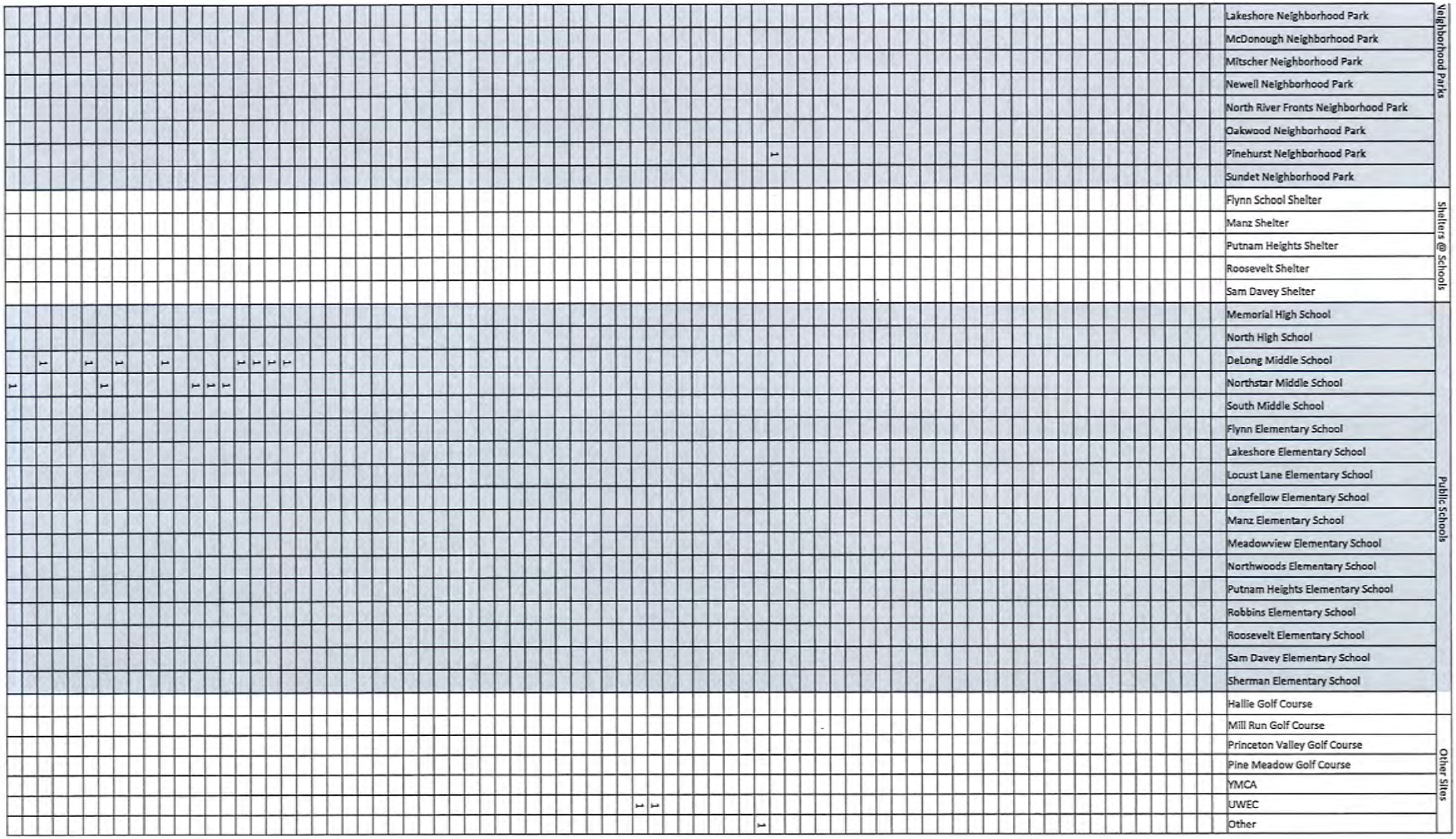
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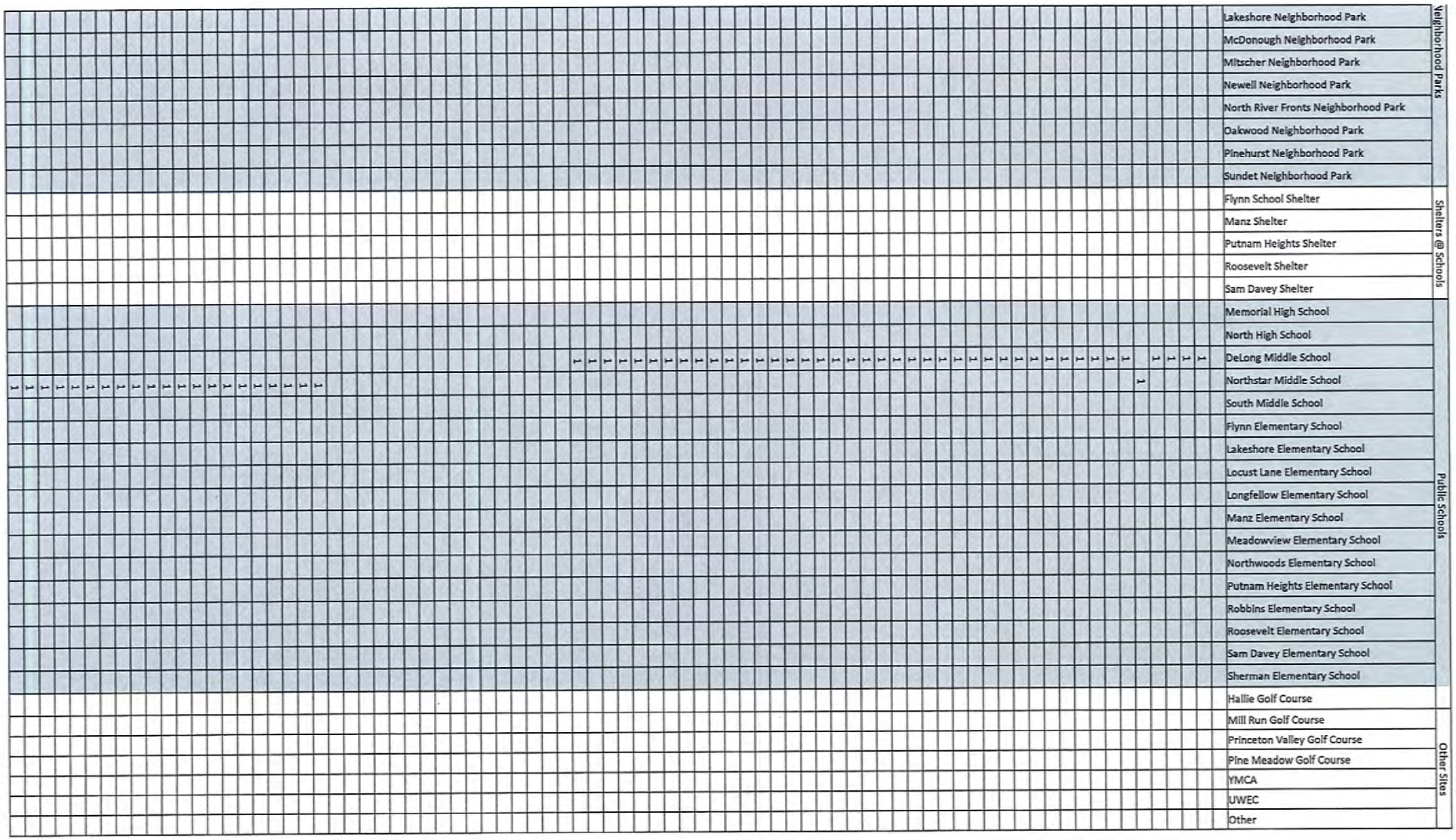
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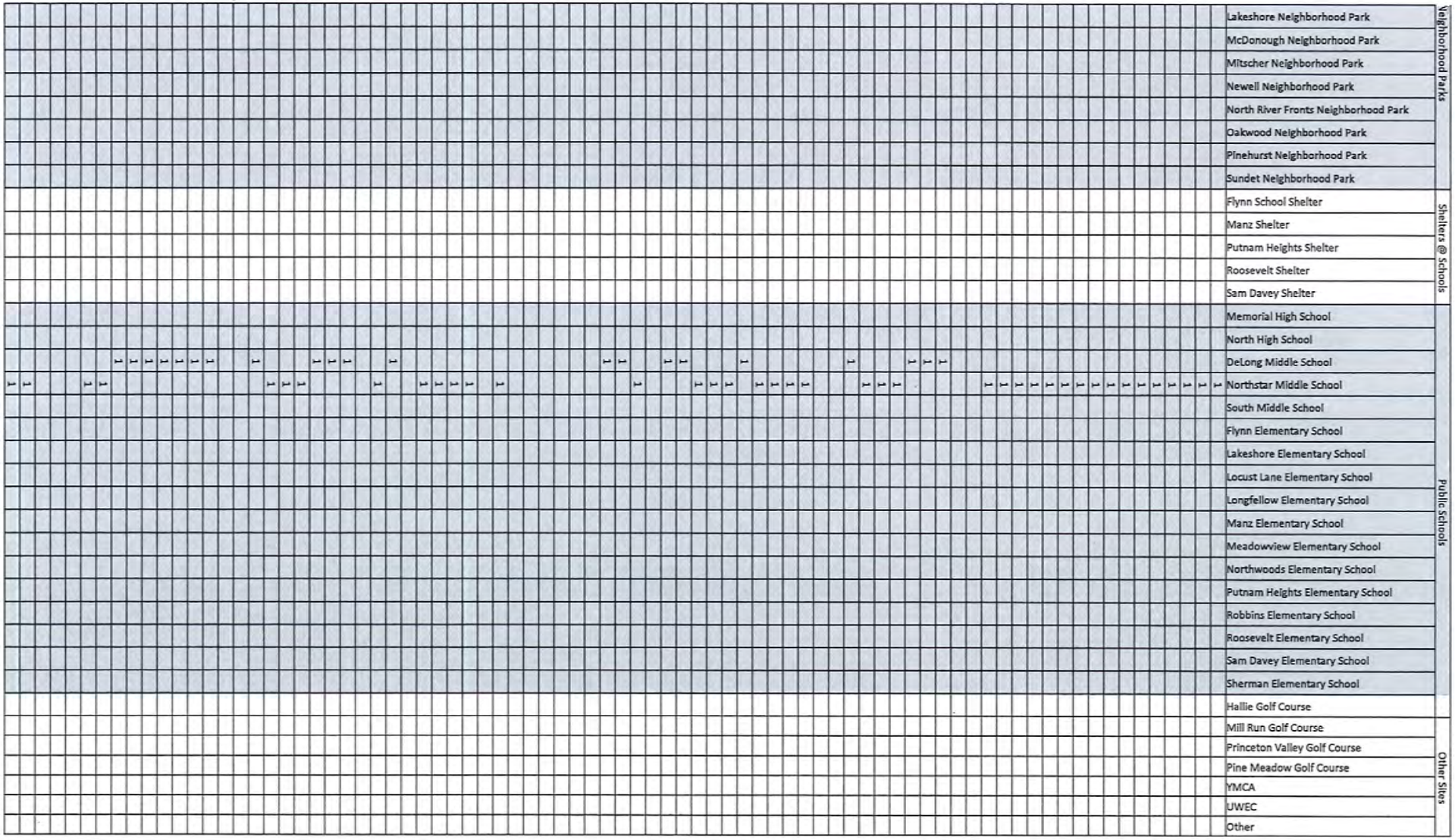
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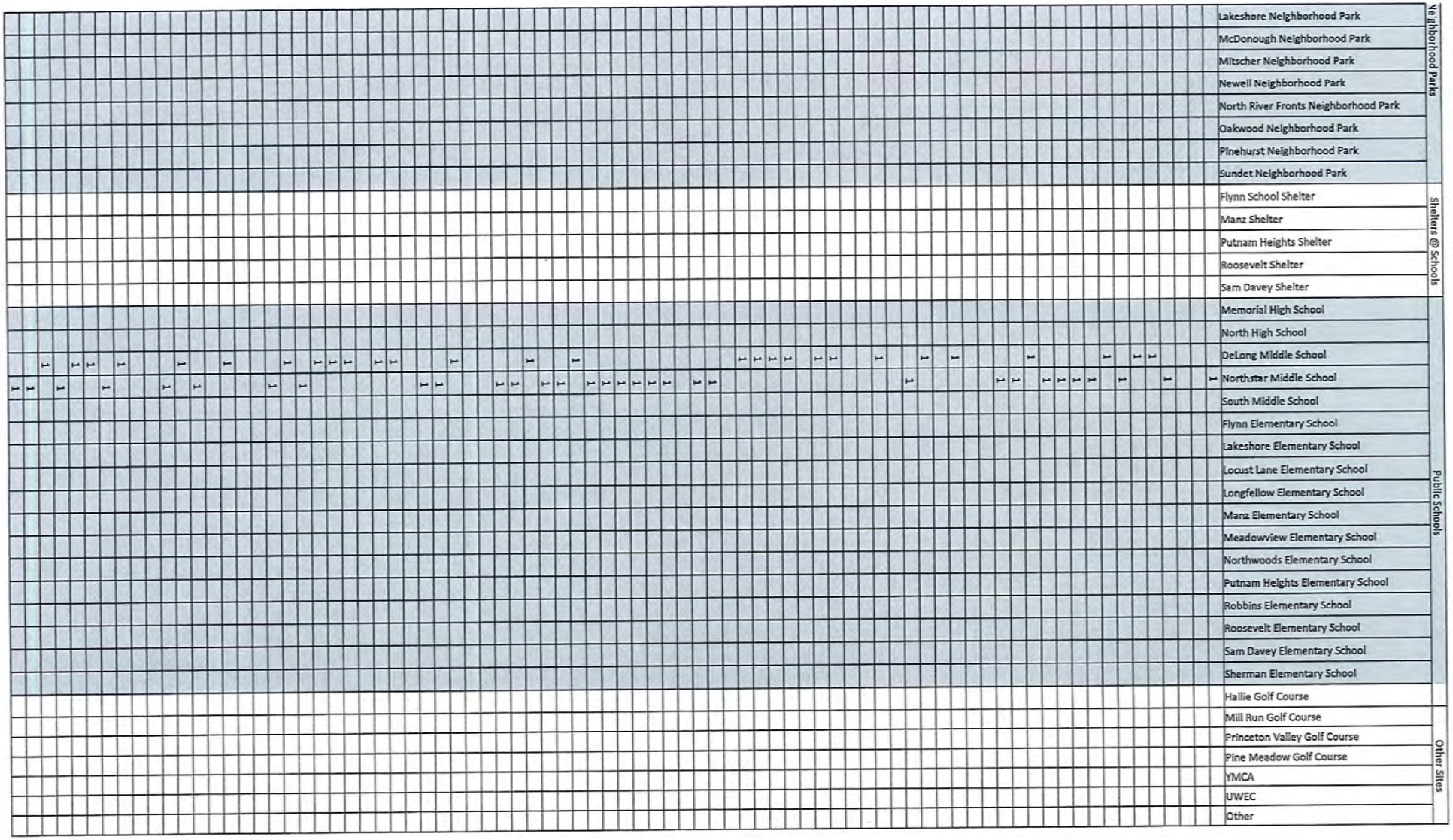
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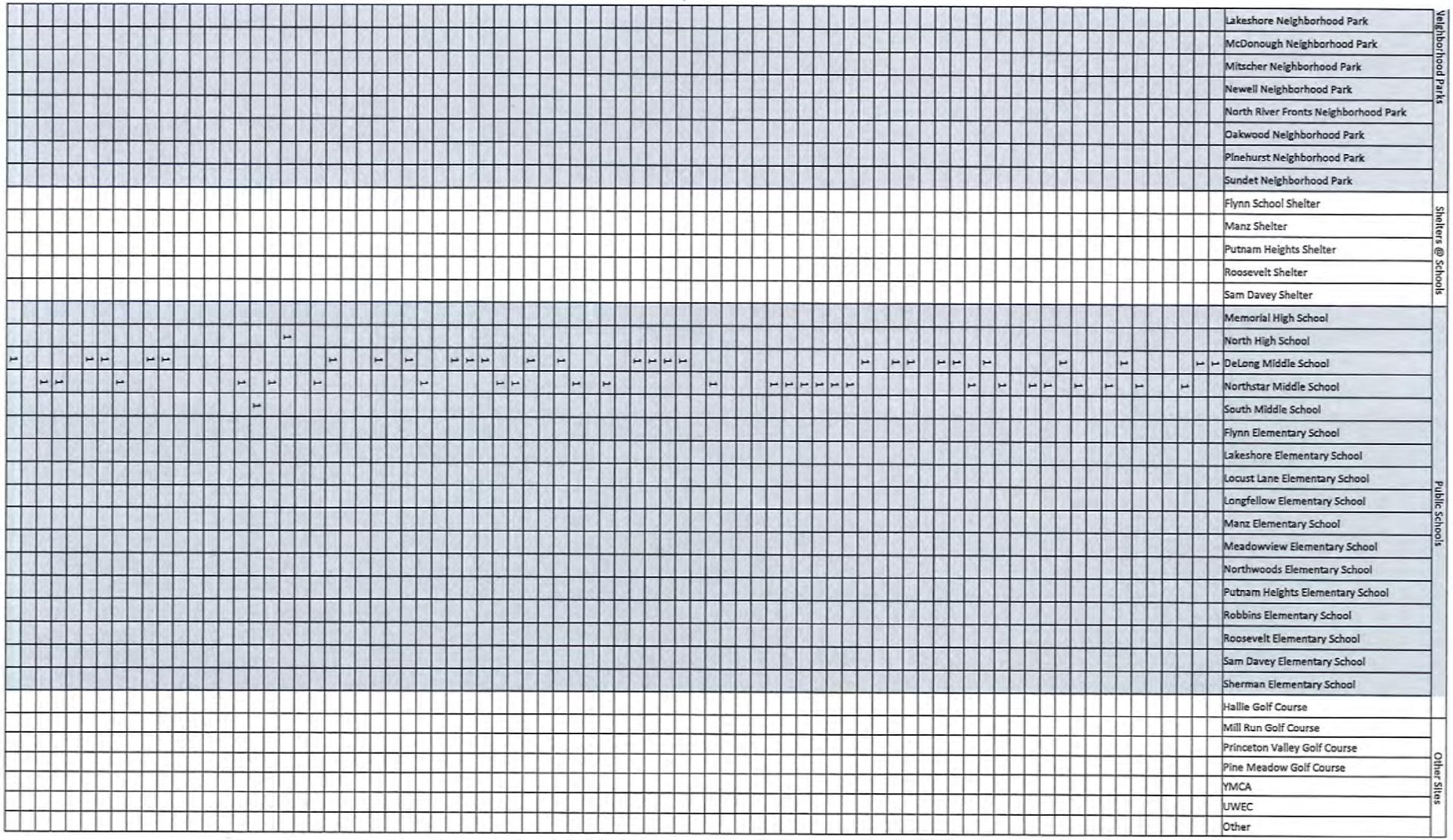
Putnam Heights Elementary School
Robbins Elementary School
Roosevelt Elementary School
Sam Davey Elementary School
Sherman Elementary School
Other Sites
Hallie Golf Course
Mill Run Golf Course
Princeton Valley Golf Course
Pine Meadow Golf Course
YMCA
UWEC
Other


Neighborhood Parks
Lakeshore Neighborhood Park
McDonough Neighborhood Park
Mitscher Neighborhood Park
Newell Neighborhood Park
North River Fronts Neighborhood Park
Oakwood Neighborhood Park
Pinehurst Neighborhood Park
Sundet Neighborhood Park
Shelters @ Schools
Flynn School Shelter
Manz Shelter
Putnam Heights Shelter
Roosevelt Shelter
Sam Davey Shelter
Public Schools
Memorial High School
North High School
DeLong Middle School
Northstar Middle School
South Middle School
Flynn Elementary School
Lakeshore Elementary School
Locust Lane Elementary School
Longfellow Elementary School
Manz Elementary School
Meadowview Elementary School
Northwoods Elementary School
Putnam Heights Elementary School
Robbins Elementary School
Roosevelt Elementary School
Sam Davey Elementary School
Sherman Elementary School
Other Sites
Hallie Golf Course
Mill Run Golf Course
Princeton Valley Golf Course
Pine Meadow Golf Course
YMCA
UWEC
Other

Neighborhood Parks								Shelters @ Schools					Public Schools																		Other Sites					
Lakeshore Neighborhood Park	McDonough Neighborhood Park	Mitscher Neighborhood Park	Newell Neighborhood Park	North River Fronts Neighborhood Park	Oakwood Neighborhood Park	Pinehurst Neighborhood Park	Sundet Neighborhood Park	Flynn School Shelter	Manz Shelter	Putnam Heights Shelter	Roosevelt Shelter	Sam Davey Shelter	Memorial High School	North High School	DeLong Middle School	Northstar Middle School	South Middle School	Flynn Elementary School	Lakeshore Elementary School	Locust Lane Elementary School	Longfellow Elementary School	Manz Elementary School	Meadowview Elementary School	Northwoods Elementary School	Putnam Heights Elementary School	Robbins Elementary School	Roosevelt Elementary School	Sam Davey Elementary School	Sherman Elementary School	Hallie Golf Course	Mill Run Golf Course	Princeton Valley Golf Course	Pine Meadow Golf Course	YMCA	UWEC	Other
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						1				1	1																									
0	3	3	4	0	0	6	1	4	0	4	3	2	0	11	179	176	51	5	3	3	1	2	1	0	2	2	3	3	3	4	4	6	0	0	8	7

APPENDIX G

Program Objectives and Outcomes

Program Objectives

Reviewed Spring 2017

The Recreation Programming Objectives are listed below:

- Programs, facilities, and services should promote health and wellness, conservation, social equity, and collaboration within the community.
- Encouraging people to try new things, develop new skills, or maintain existing skills.
- Promoting affordable healthy options on concession menus, in vending machines, and for program snacks.
- Offer programming that can improve a participants health, strength, endurance, and well being.
- Cultivating social skills, including leadership, team building, following directions, sportsmanship, and cooperation.
- Creating a safer community in and around water through learn to swim programming.
- Providing a connection to the natural environment.
- Creating positive activities and fun environments that allow creative expression for youth.
- Facilitating gatherings and bringing the community together.
- Developing friendships through social interaction and similar interests.
- Promoting individual and community development.
- Offering a range of options for different income levels and different abilities.
- Adapting to new demographics and preferences.
- Offering programs that are responsive to community demands or interest.
- Evaluating programs, services, and facilities measured through analysis and evaluation results.

ECPR Program Outcomes

Reviewed Spring 2017

- **Swim Program Outcomes:** Improve current level of strength, endurance and swimming technique; Learn safety in and around the water; Gain lifetime appreciation for the water; Develop a safer community through safer swimmers.
- **Lifeguarding and WSI Program Outcomes:** Develop leadership skills; Gain job skills; Develop an understanding of how to conduct swim lessons, implement a standardized curriculum, and evaluate participant progress.
- **Specialty Aquatic Program Outcomes:** Improve current level of strength, endurance, and swimming technique; Further explore a specific aquatic sport; Build on social skills through team building activities.
- **Adventure Kids Program Outcomes:** Gain a great appreciation for the outdoors; Improve skills in specific outdoor activities; build on social skills through team building activities.
- **Art Program Outcomes:** Learn how to follow direction and instruction; Have fun through creative expression; Enhance social development and cooperation.
- **What's Cooking Program Outcomes:** Improved math skills practicing fractions; Gain life skills; Practice following directions to a specified result.
- **Youth Sports Instructional Program Outcomes:** Introduce a specific sport to learn fundamentals; Build confidence through participation; Improve physical fitness.
- **Youth Sports League Outcomes:** Build on the outcomes of the instructional programs; Learn sportsmanship and how to be a good teammate; Gain further knowledge of the rules of a specific sport.
- **Regional Playground Program Outcomes:** Improve physical fitness through activity; Build lasting friendships; Learn skills for problem solving and conflict resolution.
- **Specialized Recreation Program Outcomes:** Develop friendships through social interactions; Improve independent skill development; Enhance quality of life through community participation.
- **Adult Activity Program Outcomes:** Increase physical activity; Social interaction; Have fun through participation.
- **Hockey Instructional Program Outcomes:** Introduce a specific sport to learn fundamentals; Build confidence through participation; Improve physical fitness.
- **Youth Hockey League Program Outcomes:** Build on the outcomes of the instructional programs; Learn sportsmanship and how to be a good teammate; Gain further knowledge of the rules of a specific sport.
- **CPR/First Aid Program Outcomes:** Gain confidence in life saving skills; Develop a safer community with trained responders; Learn how to use an AED properly.

APPENDIX H

Facilities Guide

FACILITY GUIDE FOR COMMUNITY PARKS

Park Amenities	Carson Birch Pavilion 810 Carson Park Dr	Carson Braun's Bay Pavilion 520 Carson Park Dr	Carson Park Oak Pavilion 814 Pavilion Dr	Carson Park Pine Pavilion 741 Pavilion Dr	Hoover Chapel Lakeview Cemetery 1405 Buffington Dr	Jeffers Park 5710 Jeffers Rd	Mt Simon Park Della Pavilion 1006 Addison Ave	Mt Simon Park Hillside Pavilion 1100 Addison Ave	Owen Park Bandshell 501 1st Ave	Phoenix Park Pavilion 330 Riverfront Ter	Phoenix Park Amphitheatre 330 Riverfront Ter	Putnam Chapel Forest Hill Cemetery 822 Emery St	Riverview Park Island Pavilion 2712 Riverview Dr	Riverview Park Lions Pavilion 2800 Riverview Dr	Riverview Park North Pavilion 2900 Riverview Dr	Rod & Gun Park Pavilion 1515 Rod & Gun Park Dr
Pavilion Dimensions (in feet)	36x20	32x16	32x16	36x20		100x56	36x20	38x28					30x20	36x24	36x20	45x20
# of approximate seating	70*	40	70*	80*	80	50	80*	130*	1380	1000		50	60	120*	80*	60**
Accommodates (in or around)	100	40	100+	100+		100	200	250	1380		500+		60	200	200	100**
Alcohol (Special Requirements)						●				●	●					
Alcohol Allowed	●	●	●	●			●	●					●	●	●	●
Bathroom (B) - Portajon (P)	P	P	B	B		B	B	B	B	B	B		P	B	B	B/P
# of Electrical Outlets	8	8	8	8	4	2	8	8	12	68	4	2	8	8	8	12
Grills	2	2	1	1			1	1	1				1	1	1	1
Indoor Shelter																
Water Spigots Available	1		1	1		1	1	1	1	3			1	1	1	1
Key Required (Gate/Door/Lights)	●					●			●	●						●
Recreation Amenities																
Athletic Field																
Baseball Stadium/Fields	●	●	●	●		●	●	●								
Basketball Court																
Bike Trail Access	●		●	●					●	●	●					
Boat Dock/Landing		●					●	●						●	●	
Cross-Country Skiing			●	●												
Disc Golf Course							●	●								
Fitness Zone									●							
Football Stadium			●	●												
Hockey Rink (seasonal)																
Horseshoe Courts			●	●												
Ice Skating Rink (seasonal)																
Museums	●		●	●												
Nature Trails/Hiking	●	●	●	●			●	●	●	●	●		●	●	●	●
Pickleball Courts	●		●	●												
Playground Equipment	●		●	●		●	●	●	●					●	●	●
Scenic Views	●	●					●	●		●	●		●	●	●	●
Skateboard Plaza																
Sledding Hill (Seasonal)																
Softball Diamonds			2	2		3										
Tennis Courts			3	3					2							
Volleyball Courts							2	2					1	1	1	

FACILITY GUIDE FOR NEIGHBORHOOD PARKS

Park Amenities	Boyd Shelter & Pavilion 1202 Fairway St	Cameron Shelter 1601 11th St	County Farm Pavilion 3308 County Farm Rd	Demmler Shelter 524 Putnam Dr	Forest Street Garden Pavilion 634 Forest St	Grover Heights Shelter 1022 Violet Ave	Kessler Shelter 105 Walnut St	Lakeshore Shelter 900 Broadway St	Manz Shelter 3105 May St	McDonough Pavilion 800 Centre St	Mitscher Shelter 3507 Sharon Dr	Newell Shelter 122 S. Michigan St	North River Fronts Pavilion 815 Forest St	Oakwood Hills Shelter 4433 Oakwood Hills Pkwy	Pinehurst Shelter 3523 Delbert Rd	Putnam Heights Shelter 530 W. Tyler Ave	Roosevelt Shelter 908 Folsom St	Sam Davey Shelter 3001 Mercury Ave	Sundet Shelter 4703 Robin Rd	Park Amenities
Pavilion Dimensions (in feet)	26x26	18x22	24x24	18x22	22x54	22x15	22x16	25x16	18x22	22x24	19x19	23x20	23x20	19x19	22x30	23x26	18x24	22x30	15x22	Pavilion Dimensions (in feet)
# of approximate seating	70				12															# of approximate seating
Accommodates (in or around)	45-100	25	35	25	40	20	20	25	25	35	25	30	30	25	45	40	30	30	20	Accommodates (in or around)
Alcohol (Special Requirements)																				Alcohol (Special Requirements)
Alcohol Allowed																				Alcohol Allowed
Bathroom (B) - Portajon (P)	B	B	P	B	P	B	B	B		B	B	B	B	B	B	B	B	B	B	Bathroom (B) - Portajon (P)
# of Electrical Outlets	8	2	4	2		1	2	5	1	3	1	1	2	1	2	4	1	1	4	# of Electrical Outlets
Grills	●									●			●							Grills
Indoor Shelter	●	●		●		●	●	●	●		●	●		●	●	●	●	●	●	Indoor Shelter
Water Spigots Available	1	1	2	1	1	2	1	1		1		1	1	1		1		1	1	Water Spigots Available
Key Required for access	●	●		●		●	●	●	●	●	●	●	●	●	●	●	●	●	●	Key Required for access
Recreation Amenities																				**Recreation Amenities**
Athletic Field	●	●		●			●		●		●	●				●	●	●		Athletic Field
Baseball Stadium/Fields																				Baseball Stadium/Fields
Basketball Court	●	●	●	●		●	●			●	●	●	●	●				●	●	Basketball Court
Bike Trail Access	●					●	●	●												Bike Trail Access
Boat Dock/Landing																				Boat Dock/Landing
Cross-Country Skiing																				Cross-Country Skiing
Disc Golf Course																				Disc Golf Course
Fitness Zone																				Fitness Zone
Football Stadium																				Football Stadium
Hockey Rink (seasonal)															●	●	●			Hockey Rink (seasonal)
Horseshoe Courts																				Horseshoe Courts
Ice Skating Rink (seasonal)	●			●										●	●	●	●	●		Ice Skating Rink (seasonal)
Museums																				Museums
Nature Trails/Hiking	●														●					Nature Trails/Hiking
Pickleball Courts										●										Pickleball Courts
Playground Equipment	●	●	●	●		●	●		●	●	●	●	●	●		●	●	●	●	Playground Equipment
Scenic Views					●					●										Scenic Views
Skateboard Plaza								●												Skateboard Plaza
Sledding Hill (Seasonal)														●	●					Sledding Hill (Seasonal)
Softball Diamonds							1					1								Softball Diamonds
Tennis Courts																				Tennis Courts
Volleyball Courts																				Volleyball Courts

dditional tables may be brought closer to the pavilion but will not fit underneath.
Maximum 100 people/event due to parking, restrooms, and accessibility.
oenix Park Amphitheatre: Casual seating (boulders).
oenix Park Pavilion: No picnic tables available.
rerview Park Island Pavilion: No volleyball net provided.
d & Gun Park Pavilion: One 20' x 30' (max.) tent may be used to seat an additional 40 people.
rk restrooms open April 15-October 15, weather dependent.
me Neighborhood Park restrooms remain open during winter ice skating sessions.

School Sites
A Flynn Elementary School
B DeLong Middle School
C Lakeshore Elementary
D Locust Lane Elementary
E Longfellow Elementary
F Manz Elementary
G Meadowview Elementary
H Memorial High School
I North High School
J Northstar Middle School
K Northwoods Elementary
L Putnam Heights Elementary
M Roosevelt Elementary
N Sam Davey Elementary
O Sherman Elementary
P South Middle School
Parks & Recreation Sites
1 Bollinger Sports Complex/University Fields
2 Boyd Neighborhood Center
3 Cameron Neighborhood Park
4 Carson Park
5 County Farm Neighborhood Playground
6 Demmler Neighborhood Park
7 Domer Park
8 Fairfax Pool & Fairfax Fields
9 Forest Street Community Gardens
10 Grover Heights/Eau Claire Soccer Complex
11 Hobbs Ice Arena/Parks & Rec Office
12 Hoover Chapel at Lakeview Cemetery
13 Jeffers Park
14 Kessler Neighborhood Playground
15 McDonough Neighborhood Playground
16 Mitscher Neighborhood Playground
17 Mt Simon Park
18 Newell Neighborhood Playground
19 North River Fronts Neighborhood
20 Oakwood Hills Neighborhood Playground
21 Otter Creek Off Leash Dog Park
22 Owen Park
23 Phoenix Park
24 Pinehurst Winter Recreation Area
25 Putnam Chapel at Forest Hill Cemetery
26 Riverview Park
27 Rod & Gun Park
28 Sundet Neighborhood Playground
29 Westridge Village Park
Eau Claire
Lake Hallie
Chippewa Valley Regional Airport
Chippewa River
Riverview Park
Mt. Simon Park
Dells Pond
Mt. Tom Park
Lake Altoona
Carson Park
Half Moon Lake
Fairfax Park
Lowes Creek County Park
Oakwood Hills Park
Oakwood Mall
CITY OF ALTOONA
Cinder City Park
Menard Dr.
North Crossing
Truax Blvd.
Folsom St.
Vine
Cameron St.
W. Menomonie St.
Menomonie St.
W. Grand Ave.
Lake St.
Water St.
Madison St.
Galloway St.
Birch St.
Main St.
Harding Ave.
Brackett Ave.
W. Clairemont Ave.
W. Hamilton Ave.
Grover Rd.
Stein Blvd.
State St.
Rudolph Rd.
Fairfax St.
Damon St.
Golf Rd.
Lowes Creek Rd.
Old Town Hall Rd.
Walnut Rd.
Mischler Rd.
Graff Rd.
Prill Rd.
E. Hamilton Ave.
N. Hillcrest Pkwy.
Spooner Ave.
Willson Dr.
River Prairie Dr.
North Shore Dr.
Tower Dr.
La Salle St.
Melby St.
Sundet Rd.
22nd Ave.
17th Ave.
118th St.
122nd St.
50th Ave.
Commercial Blvd.
80th St.
Jeffers Rd.
Kane Rd.
N. Clairemont Ave.
Third St.
Fifth Ave.
Farwell St.
Ferry St.
Oakwood Hills Pkwy.
Lake Chippewa River

APPENDIX I

Program and Service Determinants Worksheet

EAU CLAIRE PARKS RECREATION AND FORESTRY DEPARTMENT
PROGRAM AND SERVICE DETERMINANTS

Youth Golf

Does this program/service meet conceptual foundations of play, recreation and leisure?	yes
Is there a purposeful end result in the program?	yes
Does this program improve the quality of life for participants?	yes
Does this improve social, physical, mental well being?	yes

Does this program/service meet organizational philosophy, goals and objectives?	yes
Maintains open and effective relationships with the community?	yes
Is an ambassador of the community and steward of the natural environment?	no
Provide innovative organizational approaches to providing services?	yes
Do we have qualified professional staff to direct the program/service?	yes
Can we operate this program/service in the most cost effective manner possible?	yes
Does this program/service help provide balanced opportunities to our citizens?	yes
Does this program/service help meet the future leisure service needs of our community?	yes
Can we operate this program/service safely?	yes

Does this program /service meet an unmet need of the community?	no
Is this program/service identified in the Recreation Programming Plan as being desirable?	yes
Would this program/service be a duplication of services?	yes

Does this program meet constituent needs and interests?	yes
Is this program/service affordable for our community?	yes
Are program participants involved in planning/evaluating/operating the program or service?	yes

Does this program/service meet the needs of our clientele?	yes
Does this program/service meet a targeted population need?	yes
Does this program/service accessible for various ability levels?	yes
Is this program/service operated fairly and ethically for all participants?	yes
Does this program/service promote a healthy lifestyle?	yes

Does this program/service met City Council Goals?	yes
Does this program/service deliver effective and efficient support for healthy, safe and sustainable community?	yes
Does the program/service preserve unique character by protecting the natural environment, investing in neighborhoods, supporting civic events and maintain a safe community?	no
Does this program/service sustain a community environment conducive to job creation and economic growth?	yes
Does this program/service align with key city priorities?	yes
Does this program/service provide strong leadership, guidance and training of an aging workforce?	no
Does this program/service create community and involve others?	yes

EAU CLAIRE PARKS RECREATION AND FORESTRY DEPARTMENT
PROGRAM AND SERVICE DETERMINANTS

Kubb Clinics

Does this program/service meet conceptual foundations of play, recreation and leisure?	yes
Is there a purposeful end result in the program?	yes
Does this program improve the quality of life for participants?	yes
Does this improve social, physical, mental well being?	yes

Does this program/service meet organizational philosophy, goals and objectives?	yes
Maintains open and effective relationships with the community?	yes
Is an ambassador of the community and steward of the natural environment?	no
Provide innovative organizational approaches to providing services?	yes
Do we have qualified professional staff to direct the program/service?	yes
Can we operate this program/service in the most cost effective manner possible?	yes
Does this program/service help provide balanced opportunities to our citizens?	yes
Does this program/service help meet the future leisure service needs of our community?	yes
Can we operate this program/service safely?	yes

Does this program /service meet an unmet need of the community?	yes
Is this program/service identified in the Recreation Programming Plan as being desirable?	no
Would this program/service be a duplication of services?	no

Does this program meet constituent needs and interests?	yes
Is this program/service affordable for our community?	yes
Are program participants involved in planning/evaluating/operating the program or service?	no

Does this program/service meet the needs of our clientele?	yes
Does this program/service meet a targeted population need?	yes
Does this program/service accessible for various ability levels?	yes
Is this program/service operated fairly and ethically for all participants?	yes
Does this program/service promote a healthy lifestyle?	yes

Does this program/service met City Council Goals?	yes
Does this program/service deliver effective and efficient support for healthy, safe and sustainable community?	yes
Does the program/service preserve unique character by protecting the natural environment, investing in neighborhoods, supporting civic events and maintain a safe community?	no
Does this program/service sustain a community environment conducive to job creation and economic growth?	no
Does this program/service align with key city priorities?	yes
Does this program/service provide strong leadership, guidance and training of an aging workforce?	no
Does this program/service create community and involve others?	yes

philf:recreation program determinants 6.6.1

EAU CLAIRE PARKS RECREATION AND FORESTRY DEPARTMENT
PROGRAM AND SERVICE DETERMINANTS

	Youth T-Ball
Does this program/service meet conceptual foundations of play, recreation and leisure?	yes
Is there a purposeful end result in the program?	yes
Does this program improve the quality of life for participants?	yes
Does this improve social, physical, mental well being?	yes

Does this program/service meet organizational philosophy, goals and objectives?	yes
Maintains open and effective relationships with the community?	yes
Is an ambassador of the community and steward of the natural environment?	no
Provide innovative organizational approaches to providing services?	no
Do we have qualified professional staff to direct the program/service?	yes
Can we operate this program/service in the most cost effective manner possible?	yes
Does this program/service help provide balanced opportunities to our citizens?	yes
Does this program/service help meet the future leisure service needs of our community?	yes
Can we operate this program/service safely?	yes

Does this program /service meet an unmet need of the community?	no
Is this program/service identified in the Recreation Programming Plan as being desirable?	yes
Would this program/service be a duplication of services?	yes

Does this program meet constituent needs and interests?	yes
Is this program/service affordable for our community?	yes
Are program participants involved in planning/evaluating/operating the program or service?	yes

Does this program/service meet the needs of our clientele?	yes
Does this program/service meet a targeted population need?	yes
Does this program/service accessible for various ability levels?	yes
Is this program/service operated fairly and ethically for all participants?	yes
Does this program/service promote a healthy lifestyle?	yes

Does this program/service met City Council Goals?	
Does this program/service deliver effective and efficient support for healthy, safe and sustainable community?	yes
Does the program/service preserve unique character by protecting the natural environment, investing in neighborhoods, supporting civic events and maintain a safe community?	no
Does this program/service sustain a community environment conducive to job creation and economic growth?	no
Does this program/service align with key city priorities?	yes
Does this program/service provide strong leadership, guidance and training of an aging workforce?	no
Does this program/service create community and involve others?	yes

philf:recreation program determinants 6.6.1

EAU CLAIRE PARKS RECREATION AND FORESTRY DEPARTMENT
PROGRAM AND SERVICE DETERMINANTS

	Youth Tennis
Does this program/service meet conceptual foundations of play, recreation and leisure?	yes
Is there a purposeful end result in the program?	yes
Does this program improve the quality of life for participants?	yes
Does this improve social, physical, mental well being?	yes

Does this program/service meet organizational philosophy, goals and objectives?	yes
Maintains open and effective relationships with the community?	yes
Is an ambassador of the community and steward of the natural environment?	no
Provide innovative organizational approaches to providing services?	no
Do we have qualified professional staff to direct the program/service?	yes
Can we operate this program/service in the most cost effective manner possible?	yes
Does this program/service help provide balanced opportunities to our citizens?	yes
Does this program/service help meet the future leisure service needs of our community?	yes
Can we operate this program/service safely?	yes

Does this program /service meet an unmet need of the community?	no
Is this program/service identified in the Recreation Programming Plan as being desirable?	yes
Would this program/service be a duplication of services?	yes

Does this program meet constituent needs and interests?	yes
Is this program/service affordable for our community?	yes
Are program participants involved in planning/evaluating/operating the program or service?	yes

Does this program/service meet the needs of our clientele?	yes
Does this program/service meet a targeted population need?	yes
Does this program/service accessible for various ability levels?	yes
Is this program/service operated fairly and ethically for all participants?	yes
Does this program/service promote a healthy lifestyle?	yes

Does this program/service met City Council Goals?	yes
Does this program/service deliver effective and efficient support for healthy, safe and sustainable community?	yes
Does the program/service preserve unique character by protecting the natural environment, investing in neighborhoods, supporting civic events and maintain a safe community?	no
Does this program/service sustain a community environment conducive to job creation and economic growth?	no
Does this program/service align with key city priorities?	yes
Does this program/service provide strong leadership, guidance and training of an aging workforce?	no
Does this program/service create community and involve others?	yes

philf:recreation program determinants 6.6.1

EAU CLAIRE PARKS RECREATION AND FORESTRY DEPARTMENT
PROGRAM AND SERVICE DETERMINANTS

Youth Baseball

Does this program/service meet conceptual foundations of play, recreation and leisure?	yes
Is there a purposeful end result in the program?	yes
Does this program improve the quality of life for participants?	yes
Does this improve social, physical, mental well being?	yes

Does this program/service meet organizational philosophy, goals and objectives?	yes
Maintains open and effective relationships with the community?	yes
Is an ambassador of the community and steward of the natural environment?	no
Provide innovative organizational approaches to providing services?	no
Do we have qualified professional staff to direct the program/service?	yes
Can we operate this program/service in the most cost effective manner possible?	yes
Does this program/service help provide balanced opportunities to our citizens?	yes
Does this program/service help meet the future leisure service needs of our community?	yes
Can we operate this program/service safely?	yes

Does this program /service meet an unmet need of the community?	no
Is this program/service identified in the Recreation Programming Plan as being desirable?	no
Would this program/service be a duplication of services?	yes

Does this program meet constituent needs and interests?	yes
Is this program/service affordable for our community?	yes
Are program participants involved in planning/evaluating/operating the program or service?	yes

Does this program/service meet the needs of our clientele?	yes
Does this program/service meet a targeted population need?	yes
Does this program/service accessible for various ability levels?	yes
Is this program/service operated fairly and ethically for all participants?	yes
Does this program/service promote a healthy lifestyle?	yes

Does this program/service met City Council Goals?	yes
Does this program/service deliver effective and efficient support for healthy, safe and sustainable community?	yes
Does the program/service preserve unique character by protecting the natural environment, investing in neighborhoods, supporting civic events and maintain a safe community?	no
Does this program/service sustain a community environment conducive to job creation and economic growth?	no
Does this program/service align with key city priorities?	yes
Does this program/service provide strong leadership, guidance and training of an aging workforce?	no
Does this program/service create community and involve others?	yes

EAU CLAIRE PARKS RECREATION AND FORESTRY DEPARTMENT
PROGRAM AND SERVICE DETERMINANTS

	Classic Softball Tournament
Does this program/service meet conceptual foundations of play, recreation and leisure?	yes
Is there a purposeful end result in the program?	yes
Does this program improve the quality of life for participants?	yes
Does this improve social, physical, mental well being?	yes

Does this program/service meet organizational philosophy, goals and objectives?	yes
Maintains open and effective relationships with the community?	yes
Is an ambassador of the community and steward of the natural environment?	no
Provide innovative organizational approaches to providing services?	yes
Do we have qualified professional staff to direct the program/service?	yes
Can we operate this program/service in the most cost effective manner possible?	yes
Does this program/service help provide balanced opportunities to our citizens?	yes
Does this program/service help meet the future leisure service needs of our community?	yes
Can we operate this program/service safely?	yes

Does this program /service meet an unmet need of the community?	yes
Is this program/service identified in the Recreation Programming Plan as being desirable?	yes
Would this program/service be a duplication of services?	no

Does this program meet constituent needs and interests?	yes
Is this program/service affordable for our community?	yes
Are program participants involved in planning/evaluating/operating the program or service?	yes

Does this program/service meet the needs of our clientele?	yes
Does this program/service meet a targeted population need?	yes
Does this program/service accessible for various ability levels?	yes
Is this program/service operated fairly and ethically for all participants?	yes
Does this program/service promote a healthy lifestyle?	yes

Does this program/service met City Council Goals?	yes
Does this program/service deliver effective and efficient support for healthy, safe and sustainable community?	yes
Does the program/service preserve unique character by protecting the natural environment, investing in neighborhoods, supporting civic events and maintain a safe community?	no
Does this program/service sustain a community environment conducive to job creation and economic growth?	no
Does this program/service align with key city priorities?	yes
Does this program/service provide strong leadership, guidance and training of an aging workforce?	no
Does this program/service create community and involve others?	yes

philf:recreation program determinants 6.6.1

EAU CLAIRE PARKS RECREATION AND FORESTRY DEPARTMENT
PROGRAM AND SERVICE DETERMINANTS

Playgrounds

Does this program/service meet conceptual foundations of play, recreation and leisure?	yes
Is there a purposeful end result in the program?	yes
Does this program improve the quality of life for participants?	yes
Does this improve social, physical, mental well being?	yes

Does this program/service meet organizational philosophy, goals and objectives?	yes
Maintains open and effective relationships with the community?	yes
Is an ambassador of the community and steward of the natural environment?	yes
Provide innovative organizational approaches to providing services?	yes
Do we have qualified professional staff to direct the program/service?	yes
Can we operate this program/service in the most cost effective manner possible?	yes
Does this program/service help provide balanced opportunities to our citizens?	yes
Does this program/service help meet the future leisure service needs of our community?	yes
Can we operate this program/service safely?	yes

Does this program /service meet an unmet need of the community?	no
Is this program/service identified in the Recreation Programming Plan as being desirable?	yes
Would this program/service be a duplication of services?	yes

Does this program meet constituent needs and interests?	yes
Is this program/service affordable for our community?	yes
Are program participants involved in planning/evaluating/operating the program or service?	yes

Does this program/service meet the needs of our clientele?	yes
Does this program/service meet a targeted population need?	yes
Does this program/service accessible for various ability levels?	yes
Is this program/service operated fairly and ethically for all participants?	yes
Does this program/service promote a healthy lifestyle?	yes

Does this program/service met City Council Goals?	yes
Does this program/service deliver effective and efficient support for healthy, safe and sustainable community?	yes
Does the program/service preserve unique character by protecting the natural environment, investing in neighborhoods, supporting civic events and maintain a safe community?	yes
Does this program/service sustain a community environment conducive to job creation and economic growth?	no
Does this program/service align with key city priorities?	yes
Does this program/service provide strong leadership, guidance and training of an aging workforce?	no
Does this program/service create community and involve others?	yes

EAU CLAIRE PARKS RECREATION AND FORESTRY DEPARTMENT
PROGRAM AND SERVICE DETERMINANTS

	Winter Parade & Celbration
Does this program/service meet conceptual foundations of play, recreation and leisure?	yes
Is there a purposeful end result in the program?	yes
Does this program improve the quality of life for participants?	yes
Does this improve social, physical, mental well being?	yes
Does this program/service meet organizational philosophy, goals and objectives?	yes
Maintains open and effective relationships with the community?	yes
Is an ambassador of the community and steward of the natural environment?	yes
Provide innovative organizational approaches to providing services?	yes
Do we have qualified professional staff to direct the program/service?	yes
Can we operate this program/service in the most cost effective manner possible?	yes
Does this program/service help provide balanced opportunities to our citizens?	yes
Does this program/service help meet the future leisure service needs of our community?	yes
Can we operate this program/service safely?	yes
Does this program /service meet an unmet need of the community?	yes
Is this program/service identified in the Recreation Programming Plan as being desirable?	yes
Would this program/service be a duplication of services?	no
Does this program meet constituent needs and interests?	yes
Is this program/service affordable for our community?	yes
Are program participants involved in planning/evaluating/operating the program or service?	yes
Does this program/service meet the needs of our clientele?	yes
Does this program/service meet a targeted population need?	yes
Does this program/service accessible for various ability levels?	yes
Is this program/service operated fairly and ethically for all participants?	yes
Does this program/service promote a healthy lifestyle?	yes
Does this program/service met City Council Goals?	yes
Does this program/service deliver effective and efficient support for healthy, safe and sustainable community?	yes
Does the program/service preserve unique character by protecting the natural environment, investing in neighborhoods, supporting civic events and maintain a safe community?	yes
Does this program/service sustain a community environment conducive to job creation and economic growth?	no
Does this program/service align with key city priorities?	yes
Does this program/service provide strong leadership, guidance and training of an aging workforce?	no
Does this program/service create community and involve others?	yes

philf:recreation program determinants 6.6.1

EAU CLAIRE PARKS RECREATION AND FORESTRY DEPARTMENT
PROGRAM AND SERVICE DETERMINANTS

	Carson Concessions
Does this program/service meet conceptual foundations of play, recreation and leisure?	yes
Is there a purposeful end result in the program?	yes
Does this program improve the quality of life for participants?	no
Does this improve social, physical, mental well being?	no
Does this program/service meet organizational philosophy, goals and objectives?	yes
Maintains open and effective relationships with the community?	yes
Is an ambassador of the community and steward of the natural environment?	no
Provide innovative organizational approaches to providing services?	yes
Do we have qualified professional staff to direct the program/service?	yes
Can we operate this program/service in the most cost effective manner possible?	yes
Does this program/service help provide balanced opportunities to our citizens?	yes
Does this program/service help meet the future leisure service needs of our community?	yes
Can we operate this program/service safely?	yes
Does this program /service meet an unmet need of the community?	no
Is this program/service identified in the Recreation Programming Plan as being desirable?	yes
Would this program/service be a duplication of services?	no
Does this program meet constituent needs and interests?	yes
Is this program/service affordable for our community?	yes
Are program participants involved in planning/evaluating/operating the program or service?	yes
Does this program/service meet the needs of our clientele?	yes
Does this program/service meet a targeted population need?	yes
Does this program/service accessible for various ability levels?	yes
Is this program/service operated fairly and ethically for all participants?	yes
Does this program/service promote a healthy lifestyle?	yes
Does this program/service met City Council Goals?	yes
Does this program/service deliver effective and efficient support for healthy, safe and sustainable community?	yes
Does the program/service preserve unique character by protecting the natural environment, investing in neighborhoods, supporting civic events and maintain a safe community?	no
Does this program/service sustain a community environment conducive to job creation and economic growth?	yes
Does this program/service align with key city priorities?	yes
Does this program/service provide strong leadership, guidance and training of an aging workforce?	no
Does this program/service create community and involve others?	yes

EAU CLAIRE PARKS RECREATION AND FORESTRY DEPARTMENT
PROGRAM AND SERVICE DETERMINANTS

Pavilion Rentals

Does this program/service meet conceptual foundations of play, recreation and leisure?	Yes
Is there a purposeful end result in the program?	Yes
Does this program improve the quality of life for participants?	Yes
Does this improve social, physical, mental well being?	Yes

Does this program/service meet organizational philosophy, goals and objectives?	yes
Maintains open and effective relationships with the community?	yes
Is an ambassador of the community and steward of the natural environment?	no
Provide innovative organizational approaches to providing services?	no
Do we have qualified professional staff to direct the program/service?	yes
Can we operate this program/service in the most cost effective manner possible?	yes
Does this program/service help provide balanced opportunities to our citizens?	yes
Does this program/service help meet the future leisure service needs of our community?	yes
Can we operate this program/service safely?	yes

Does this program /service meet an unmet need of the community?	yes
Is this program/service identified in the Recreation Programming Plan as being desirable?	yes
Would this program/service be a duplication of services?	no

Does this program meet constituent needs and interests?	yes
Is this program/service affordable for our community?	yes
Are program participants involved in planning/evaluating/operating the program or service?	yes

Does this program/service meet the needs of our clientele?	yes
Does this program/service meet a targeted population need?	yes
Does this program/service accessible for various ability levels?	yes
Is this program/service operated fairly and ethically for all participants?	yes
Does this program/service promote a healthy lifestyle?	no

Does this program/service met City Council Goals?	yes
Does this program/service deliver effective and efficient support for healthy, safe and sustainable community?	yes
Does the program/service preserve unique character by protecting the natural environment, investing in neighborhoods, supporting civic events and maintain a safe community?	no
Does this program/service sustain a community environment conducive to job creation and economic growth?	no
Does this program/service align with key city priorities?	yes
Does this program/service provide strong leadership, guidance and training of an aging workforce?	no
Does this program/service create community and involve others?	yes

APPENDIX J

Volunteer Database

Last	First	Organization	Phone Number	Email	Notes
Abley	Wayne		715-559-4031	Qvoyager@hotmail.com	
Ahlf	Rachel		414-801-6759	ahlfr@yahoo.com	PTR voluteer Fall 2016
Akfaly	Phillip			akfaly28@gmail.com	
Arbs	Brooklyn			brooklynn.arbs@yahoo.com	
Baie	Cathy		715-839-6888	twobaiers@sbcglobal.net	
Barragan	Francisco			barraganamerica@yahoo.com	
Bauer	Janet			bill-bauer@sbcglobal.net	Blanket Rescue, Youth Events/Services
Bauer	Lisa			marty62870@gmail.com	
Bauer	Tyler		715-523-0961	bauertylera@gmail.com	
Beal	Shawn		715-226-0561	beal.shawn@mayo.edu	
Bean	Michelle		715-579-2472	mickibean1@gmail.com	Grows gardens & food distrubution/meals for needy in Oregon, Orgeon Food Bank expierence
Beckwith	Carissa		218-343-6993	carissabeckwith@gmail.com	Weekly/Monthly interest
Begalke	Dennis			drbrentals@charter.net	
Behnke	Ryan			behnkerd@uwec.edu	
Benning	Jill		715-835-3645	benning.jill@mayo.edu	
Benson	Clark		715-450-5772	bensonct@uwec.edu	Looking to start 9/22/14, interested in all opportunites, orginally wanted to do the garden service learning opportunity
Berlin	Caitlyn		715-703-0039	caitlyn_6jb@hotmail.com	Coaching
Blackburn	Dianna			dlbblack2@gmail.com	Blanket Rescue
Bohrer	Ann			bohrer.ann@mayo.edu	
Bonnin	Paula		715-220-4031	paula.d.bonnin@gmail.com	
Bowman	Reena			reena.bowman@yahoo.com	
Boxx	Heidi			heidiboxx@boxxsanitation.com	
Boysen	Jeff		715-271-8416	boysenjeffrey@gmail.com	Cooking
Brandt	Greg		715-834-8399	brandtgl@charter.net	
Branhner	Pam			psb426@yahoo.com	
Briggs	Alissa			briggsam@uwec.edu	
Brenden	Cassie			cassie@trinity-ec.org	Gardening
Brixen	Hunter			18hbrixen@ofsd.k12.wi.us	
Brixen	Makayla			peanut12@gmail.com	
Brost	Veronica			nikki_062010@yahoo.com	
Brueggen	Stephanie			sjm112275@yahoo.com	Husband-Dale
Burger	Kayla		715-563-4566	kaylaKBurger@gmail.com	
Byrum	Hillary			byrumha@uwec.edu	
Carey	Kathy			dcarey6383@charter.net	
Carey	Sue			caregar@aol.com	
Carlson	Bailey			carlsonb@uwec.edu	
Carr	Bob			bobsrz@charter.net	
Carton	Connie			conibear1016@att.net	
Casper	Derek		715-563-6467	derek_casper@hotmail.com	As needed/once interest
Ceitch	Katie			dmt-1997@hotmail.com	
Ciulla	Joseph		715-831-0694	ciullazoo@yahoo.com	Football coach, vikings football coach or assist 2nd grade flag football
Copp	Taylor		218-391-2936	Copp.taylor@yahoo.com	Working with children
Curtis	John			abc4rent@sbcglobal.net	
Deann	Wayne		715-517-9405	deanman79@yahoo.com	
Detlaff	Melissa			mmdetlaff@hotmail.com	
Duehring	Dianne		715-834-7182	imstillthinkin1025@yahoo.com	
Ebel	Al			ebela@uwstout.edu	
Edington	Jamie			katfromamerica@hotmail.com	
Falbo	Tom			tnfalbo@charter.net	

Falk	Krista			falkkr@uwec.edu	
Farber	Matelyn			matelynfarber@gmail.com	
Fay	Jack			N58763@gmail.com	
Ferdelman	Sherry		715-864-7727	sferdelman7@hotmail.com	
Fiser	Cindy			dcsfiser@juno.com	
Forrestal	Jane	Mt. Washington		mtwact@mw-hc.com	Operation Blanket Eau Claire
French	Deborah			freen33_99@yahoo.com	
Fritz	Ita			osseo4h@centurylink.net	
Fritz	Hannah			fritzy28@live.com	
Geniusz	Errol		715-450-1448	egeniusz@yahoo.com	
Gilles	Joni		715-563-8506	gilles.joanne@mayo.edu	
Glasgow	Ryley			glasgorw@uwec.edu	
Gobler	Sandy		715-491-5486	goblers@gmail.com	
Goodenough	Jess			goodenoughmom@gmail.com	
Gourdoux	Hannah			gourdohe@uwec.edu	
Gravinder	Sandy	American Sewing Guild		slgravunder@gmail.com	Operation Blanket Eau Claire
Hannusch	Jessica			hannusch.jessica@mayo.edu	
Hart	Bill		715-218-3342	hart45@charter.net	
Haworth	Kristin			jkhaworth@sbcglobal.net	
Hillstrom	Ally			hillstag@uwec.edu	
Hilton	Stacy		715-579-8358	hilton.stacy@mayo.edu	
Hix	Jill		715-577-0034	jlmhix@hotmail.com	
Holstein	Jessica		715-450-5381	holsteintree3@gmail.com	Adopt a trail or park, Garderning skills, special olympics volunteer
Huber	LeAnne			huber1968@charter.net	
Hull	Christine			cm.hull@sbcglobal.net	Flower Beds
Hull	Judith			judiths.hull@gmail.com	Skater at rink
Iacarella	Andrea			iacareae@uwec.edu	
Iverson	Kayna			kayna@chipvalley.com	
Jankowski	Bob			bkowski@charter.net	
Kavanagh	Family			kavanagh5@sbcglobal.net	
Kavanaugh	Renee			renee_kavanaugh@hotmail.com	
Kennan-Klages	Gina			patklages@yahoo.com	
Kennedy	Jordan		920-323-1864	jkkennedy2@gmail.com	Licensed and immunization cerified pharmacist - medical reviews, worked at free health clinic in Madison
Kistner	Jessica			jessicakstnr@gmail.com	
Klauck	Tate			tateklauck@yahoo.com	
Klug	Lori			lori.klug@ecpc.com	Leader Telegram
Kohanek	Beverly			bevyann3@gmail.com	
Kosmo	Scott			skosmo@wipfli.com	
Kroehn	Dawn			dawn.kroehn@gmail.com	
Kuba	Kourtney			icprep@hotmail.com	Blanket Rescue, Youth Events/Services
Kuehn	Virginia			relaxed07@chipvalley.com	Blanket Rescue
Kuhnert	Nicole			knkuhnert@hotmail.com	
Lange	Kandy			tklange@charter.net	
Larson	Brian			brianflarson@sbcglobal.net	
Larson	Denise		715-233-1070	larsond@cilww.com	
Lecheler	Tom			thmlech@yahoo.com	
Lee	Chou			choulee21695@hotmail.com	
Lehst	Joanne		715-530-1646	Joanne.Joanne46@yahoo.com	
Leis	Samantha			s.leis@frontier.com	
Lepsch	Jodi			jodi.lepsch@wi.gov	

Lor	Sianhoua		padalor@yahoo.com	
Lorenz	Ali		ajlorenz2@wisc.edu	
Lorenz	Jedediah		17lorenzje@esschools.k12.wi.us	
Luginbill	Joe		jluginbill@ecasd.us	
Malkowski	Joseph		joey.malkowski@yahoo.com	
Manning	Rachel		manningrn@gmail.com	Clean up
Market	Randi Jo		randijomarket@me.com	
Mason	Lou	651-558-6098	nosamuol@gmail.com	Car free lifestyle, transit related, strong interest in bicycling and commuting awareness
Matson	Tori		123volleygirl@gmail.com	
McBride	Dinah		dinahmcbride@gmail.com	Church of Jesus Christ of Latter Day Saints
McLaughlin	Odelia		Odelia80@sbcglobal.net	
Meyers	Stephanie	715-309-8971	sjm112275@yahoo.com	
Michaelson	Pam	715-553-0096	pjmmikeson@hotmail.com	Helping children/families of domestic violence, advoccacy for mentally ill/disabled, has expierence fundraising, children &
Mikelson	Joel		bigdonutman@hotmail.com	
Miller	Susan		spmiller56@att.net	
Mitchell	Janelle	715-271-3665	Nelliebean74@yahoo.com	Works in surgery at Mayo
Morgan	Melissa		purdymoondog@yahoo.com	
Moua	Vangtou	715-864-2080	v2mua@yahoo.com	
Muehlbauer	Morgan		millypad@yahoo.com	
Needham	Rhonda	715-579-7683	needham.rhonda@gmail.com	Adopt a trail or park
Nelson	Brenda	715-287-4604	nelson.brenda3@mayo.edu	
Nelson	Cheryl		tcnelson11@gmail.com	
Nelson	Karl Ann	715-828-3718	nelsonk@cilww.com	
O'Brien	Cindy	715-858-1502	cindyobrien@edinarealty.com	Partner with Edina Realty Community Service Day, painting homes/buildings, planting
Otto	Mikayla		mikayla_otto@yahoo.com	
Passi	Alysa		apassi11@gmail.com	
Pavelski	Jackie		jackie_pasvlski@yahoo.com	
Perez	Melva	989-285-8829	4melva@gmail.com	Adopt a trail or park
Peterson	Kathy		kpete945@yahoo.com	Blanket Rescue
Phillips	Kathy		kathy@phillips.org	
Phippen	Austin		phipp14@gmail.com	
Pilgiem	Jean		teajay50@sbcglobal.net	Blanket Rescue
Pokrandt	Diane	715-514-2854	poosgirl35@gmail.com	
Quade	Kris		quadekids@charter.net	Blanket Rescue, Clean Up
Quattrochi	Nina		quattrnm@uwec.edu	
Rademacher	Ann	262-290-8822	a.rademacher@aol.com	
Radlinger	Kay		Kay.Radlinger@co.eau-claire.wi.us	
Ramsdell	Claran		claranramsdell@gmail.com	
Rausch	Rebecca		rauschrj@uwec.edu	
Reiter	Kyle	920-918-0146	Reiterka4@gmail.com	Weekly interest
Renaghon	Shireen		92shireen@gmail.com	
Riesterer	Steven	715-932-4458	bsriesterer@charter.net	
Roberts	Aubrey		4roberts@charter.net	
Roettger	Lisa		toddsfarm@aol.com	
Ross	Rosalyn		rossr215@gmail.com	
Roux	Alexis		alexisroux02@gmail.com	
Schindler	Duron		duronschindler@yahoo.com	
Schmachy	Rhonda		rhondaks@gmail.com	Blanket Rescue
Schoeukn	Mary		marys@trinity-ec.org	Gardening
Schultz	Barbara		chinchillasnhockey@gmail.com	

Schunk	Claudia			rickris4@sbcglobal.net	
Schwartz	Tom		715-834-1784	kayna@chipvalley.com	
Seelen	Josie			bkowski@charter.net	
Semingson	Jackie		715-514-0085	kavanagh5@sbcglobal.net	
Sessions	Dan			renee_kavanaugh@hotmail.com	
Seymour	Jim			patklages@yahoo.com	
Skwierczynski	Larissa			jkkennedy2@gmail.com	daughters Kendra and Heidi
Smith	Marissa		2623895207	smitmari@uwec.edu	PTR voluteer Fall 2016
Smith	Tammy			jtbcsmith@sbcglobal.net	
Sowels	Nancy			sowlsna@yahoo.com	Gardening, flower beds
Stevens	Daid		612-386-2008	dstevens0884@gmail.com	Landscaping, cleaning, music, cooking, painting, live sound engineering, bouncing/crowd control skills - meeting people an
Stiw	Makayla			kekastow@gmail.com	
Sutley	Shelly		715-514-8814	shellysutley@gmail.com	
Taggatz	Mary			marytaggatz@gmail.com	
Tarbox	Jolea			heartbreakerqueen@yahoo.com	
Telisak	Pat			ptelisak@hotmail.com	Flower Beds
Turner	Janette			janettehadleyy@gmail.com	
Vang	Ka Ying			kaying.vang@wi.usda.gov	
Venn	Linda			LindaVenn66@gmail.com	
Vroman	Mitchell		262-227-7907	mitchellvroman@yahoo.com	Adopt a trail interest, weekly interest
Wallace	Stu		715-836-0927	stuw9@hotmail.com	
Walter	Wolowicz			wwolowicz@msn.com	New 2-17-15
Weber	Bev		715-312-0470	bkweber4852@gmail.com	
Welch	bev		715-514-0231	bevwelch@charter.net	
Wientt	Melanie			lorentmm@uwec.edu	
Woods	D			dwoods54@yahoo.com	
Xiong	Joshua			yausaus_84@yahoo.com	
Yang	Kimberly			kiyang2012@hotmail.com	
Young	Patrick			patrickt93@gmail.com	
Ziehr	Ken			kenziehr@charter.net	
Zinn	Lydia		715-222-2225	l.zinn91@gmail.com	Organized, Some classes taken in event coordination, As needed interest
Non-Profits/Businesses					
Behm	Leah	Habitat for Humanity	715-833-8993	leah@cvh4h.org	Volunteer Coordinator
Berry	Marybeth	Parks Clerk		Marybeth.Berry@eauclairewi.gov	Amazing Eau Claire Clean Up
Carlson	Joe	Boy Scouts	715-832-6671	Joe.Carlson@scouting.org	
Connell	Becky	Saint A		rconnell@SaintA.org	
Connolly	Michael	US Bank	715-379-2431	Michael.Connolly2@usbank.com	
Czappa	Aaron	CV Habitat 4 Humanity	715-833-8993	aaron@cvh4h.org	Executive Director
Deann		Hope Gospel Mission		deann@hopegospelmission.org	
Donnerbauer	Sara	4H		sara.donnerbauer@ces.uwex.edu	
Frederick	Karen	Salvation Army		Karen_Frederick@USC.SalvationArmy.org	
Gaetzke	Christopher	WCWIPMA	715-231-6540	cgaetzke@co.dunn.wi.us	
Gardens	Community	Community Gardens		eauclairecommunitygarden@gmail.com	Director or Community Gardens
Gautsche	Lynn	Childrens Museum		lynn@cmec.cc	
Germain	Cherity	Big Brothers/Big Sisters	715-835-0161	cherity.germain@bbbsnw.org	
Gillett	Kim	Girls on the Run	715-271-7703	girlsontherunec@gmail.com	Council Director
Gragert	Jeremy	Progessive Students & Alum	612-220-1970	jgragert@gmail.com	Cooridnator of PSA at UWEC and also City Committee member
Hauck	Karen	Girl Scouts		khauck@gsnwgl.org	
Kraus	Karen	Special Olympics		KKraus@SpecialOlympicsWisconsin.org	
LaFaive	Erin	UWEC Extenstion		Erin.LaFaive@co.eau-claire.wi.us	UWEC

Legaspi	Jenny	Red Cross		Jenny.Legaspi@redcross.org	
Leiden	AJ	Beaver Creek Reserve		aj@beavercreekreserve.org	
Lindvig	Chuck	CV Railroad Asso	715-271-0173	lindvig@charter.net	
Loew	Jennifer	Mayo VC		loew.jennifer@mayo.edu	
Maxwell	Melissa	Special Olympics	715-833-0833	mmaxwell@specialolympicswisconsin.org	Regional Athletic Director
Mossige	Jamie	Sew Complete Inc		sew@sewcompleteinc.com	Operation Blanket Eau Claire
Neborak	Andy	Evening Rotary		aneborak@gmail.com	Treasurer
Pederson	Jane	LE Phillips Senior Ctr		jane@lephillipsseniorcenter.com	
Penigar	Misty	Team Kentons Place		teamkentonsplace@gmail.com	
Peters	James	United Way		jpeters@uwgcv.org	
Phillips	Jenn	US Bank		jennifer.phillips@usbank.com	
Potter	Tanya	Bolton Refuge House		volunteerbrh@Yahoo.com	Volunteer Coordinator
Roder	Kyle	City of EC Police	715-839-2910	Kyle.Roder@eauclairewi.gov	Community Relations Officer
Schindler	Dylan Michael	UWEC		schinddm@uwec.edu	
Schmidt	Roxie	Boys and Girls Club		rschmidt@cvclubs.org	
Sembe	Jeanne	Western Dairyland		Jeanne.semb@wdeoc.org	
Smieja	Kathryne	UWEC Cont. Ed		SMIEJAKG@uwec.edu	Partnership Network
Snortheim	Jenny	Grace Willowbrook		jsortheim@graceluthfound.com	Operation Blanket Eau Claire
Soltis-Schroder	Linda	Hallie Optimist		lindasoltissch@gmail.com	
Sommers	Angie	Library		angies@eauclaire.lib.wi.us	Friends of the Library Coordinator
Sosalla	Kristin	Red Cross VC		kristin.sosalla@redcross.org	
Stahlbusch	Kaylynn	County VC		kaylynn.stahlbusch@co.eau-claire.wi.us	EC County Volunteer Coordinator
Tiefel	Jill	Messiah Luthern Church		jilltiefel@gmail.com	Youth group director
Wall	Erin	Chippewa Valley Airport		Erin.Wall@chippewavalleyairport.com	Greeters Program for airport
Wile	Roxanne	Grace Lutheran Found.		rwile@graceluthfound.com	
York	Jill	CV Museum	715-834-7871	j.york@cvmuseum.com	Volunteer Coordinator for Chippewa Valley Museum
Walsh	Hannah	Thrivent Financial		hannah.walsh@thrivent.com	
		Bolton Refuge House		childadvocateBRH@yahoo.com	
	Vannessa	MacaroniKid.com		vanessam@macaronikid.com	web page eauclaire.macaronikid.com
	Ashley	Mayo Super Kids		ashgriffin_2003@hotmail.com	SUMMER ONLY-start sending in May, end in August
Schools					
Brenner	Nancy	Sam Davey	715-852-3207	nbrenner@ecasd.us	
Brunner	Holly	Locust Lane	715-852-3765	hbrunner@ecasd.us	
Cernjar	Ellen	North HS	715-852-6607	ecernjar@ecasd.us	
Craker	Kristin	Memorial HS	715-852-6307	kcraker@ecasd.us	
Elliott	Jill	Early Learning	715-852-3069	jelliott@ecasd.us	
Erdman	Laurel	Northwoods	715-852-4107	lerdman@ecasd.us	
Fisher	Samuel	Globe University	715-855-6618	samuelfisher@globeuniversity.edu	POC for Globe University
Kulig	Meghan	Regis HS	715-830-2273	mkulig@case.k12.wi.us	POC for Regis High School
Larson	Holly	Longfellow	715-852-3841	hlarson@ecasd.us	
Lewis	Deb	Lakeshore	715-852-3407	dlewis@ecasd.us	
Lindstedt	Sue	Meadowview	715-852-4007	slindstedt@ecasd.us	
Logan	Valerie	Manz	715-852-3901	vlogan@ecasd.us	
Mainory	Lauri	EC Special Education	715-852-3075	lmainory@ecasd.us	
McNulty	Nena	South	715-852-5207	nmcnulty@ecasd.us	
Piper-Thompson	Teri	DeLong/District	715-852-4907	tpiperthompson@ecasd.us	
Rud	Tammy	Roosevelt	715-852-4707	trud@ecasd.us	
Salimes	Patricia	Globe University		psalimes@globeuniversity.edu	Professor-looking for community project
Schwahn	Blia	Hmong Club-North High	715-852-6764	bschwahn@ecasd.us	POC Hmong Club at North High School
Yang	Pao	CVTC		pyang48@student.cvtc.edu	Criminal Justice Instructor

Van Es	Becky	Northstar	715-852-5107	bvanes@ecasd.us	
Wagner	Benita	UWEC		WAGNERBJ@uwec.edu	
Waters	Michelle	Montessori	715-852-6996	mwaters@ecasd.us	
Winkelmann	Kim	Sherman	715-852-4807	kwinkelmann@ecasd.us	
Neighborhoods Associati					
Ball	Meredith	Putnam Heights		hollarsmeredith@gmail.com	
Baumann	Joe	Westrigde		joe.baumann@hotmail.com	
Brewster	Aaron	Third Ward	715-703-0353	brewstaj@gmail.com	451 Lincoln Ave. 54701 eauclairethirdwardneighborhoodassociation.org
Case	John	Westridge	715-834-2889	jecase@charter.net	2113 W. Mead St. 54703
DeLuka	Heather	Airport	715-834-6088	deluka.h3@gmail.com	3103 Hope Ave. 54703
Fantle	Will	Upper Westside	715-839-7731	wfantle@sbcglobal.net	901 Platt St. 54703
Jacobson	Brian	Dells Park	715-831-0248	jacobsonbrian@excite.com	1802 Conifer Ct. 54703
Ruddy	Mark	Eastside Hill	715-839-7949	markruddy55@yahoo.com	1016 Dodge St. 54701
Schraufnagel	Tami	North River Fronts	715-835-2604	tamis@bartechsol.com	529 Hobart St. 54703 northriverfronts.com
Shong	Garnet	Otter Creek		garnet05@charter.net	
Smiar	Helene	Historic Randall Park	715-833-0550	hsmiar@gmail.com	320 Broadway St. 54703 randallparkneighborhood.com
Von Haden	Penny	Buffington	715-834-2889	hvhpenny59@charter.net	908 Park Ridge Dr. 54703
Business Improvement As					
Carlson	Mike	South Barstow	715-833-9200	mike.carlson@ecpc.com	Eau Claire Press Company 701 S. Farwell St. 54701
Moeding	Geoff	North Barstow/Medical	715-839-1212	geoff@moedingpartners.com	PO Box 865 54702-0865
Mogensen	John	Water St Business Improv	715-832-3491	office@investmentrealtors.com	301 Water St. Ste. 3 54703
Hart, Attorney	Webster	West Grand Ave	715-832-3491	web@eauclairelaw.com	116 W. Grand Ave 54703
Business Associations					
Brunner	Shawn	Volume One		shawn@volumeone.org	
Feltz	Bonnie	South Hastings		bonnie@deptofinteriors.com	
Gadrow	Bruce	Historic Preservatin Found.	715-833-8551	bgardow1@charter.net	eauclairehistoricpreservationfoundation.info
Kachmar	Jeremy	Water St. Merchants	715-834-7777		405 Water St. 54703-President
Loken	Pat	Water St. Merchants	715-835-1540		429 Water St. 54703-Treasurer/Secretary

2016-2017 Coach Database												
First Name	Last Name	Address	Phone #	E-Mail	Background Check	Concussion Form	Baseball	Football	Hockey	Soccer	PerformanceRating 1 = Poor5 = Excellent	Complaints/Concerns
Joe	Keller		530-2639	joekirkkeller@charter.net	x			x			5	
George	Talt			talt@crackandtalt.com	x			x			5	
Casper	Haas		834-5657	cmhaas@charter.net	x			x			4	Sometimes will snap at kids, did in his early years, much better now, good coach
Jeremy	Crowell		563-5249	Packer21.jc@gmail.com	x			x			5	
Mark	Herr		715-225-8543	Herr.markj@gmail.com	x			x			4	
Andrew	Romick		719-649-8541		x			x			4	
Tim	Andrew		858-9496	timmyboyandrew@yahoo.com	x			x			5	
Tim	Burns		563-2538	tburns@ecasd.us	x			x			4	
Travis	Hedtke		225-3449	thedtke@ecasd.us	x			x			4	Sometimes puts too much emphasis on winning, overall good though
Jason	Solberg			rjsolbers@charter.net	x			x			5	
Chris	Wolff		797-5766	cwolffwi@gmail.com	x			x			4	
Tim	Whiteside		271-7845	twhiteside@ejohnson.com	x			x			4	
Mark	McCracken		559-1951	mark@christieheating.com	x			x			4	
Matt	Mettler		271-1172	mmettler@lwsupply	x			x			4	
Jeff	Pomazal			jpomazal@ecasd.us	x			x			5	
Erik	Ferguson		651-303-8915	erik@purposedrvn.com	x			x			5	
Jeff	Wright				x			x			4	
Matt	Atkinson		456-1925	Sg12mil@yahoo.com	x			x			5	
Rodney	Bonesteel		271-0244	Rodney.bonesteel@eauclairewi.gov	x			x			5	
Scott	Mcilquham		864-9045	scottmmcilquham@yahoo.com	x			x			5	
John	McKane		271-1586	mckaneconstruction@gmail.com	x			x			5	
Cameron	Bump		414-533-2710	cameronbump@gmail.com	x			x			5	
Brandon	Olson		497-8071	brandon_olson1@hotmail.com	x			x			5	
TBA					x			x				
Ryan	Stelter			ryanstelter@hotmail.com	x			x			4	
Joe	Rubenzer			rubenzer_joe@hotmail.com	x			x			4	

APPENDIX K

Emergency Action Plan Criteria & Hobbs EAP

APPENDIX

Criteria Used In Developing Division Emergency Action Plans

1. Establish official policy for response to emergencies.
2. Identify and assign responsibilities and response activities.
3. Identify the scope of potential hazards, which for the basis of planning.
4. Identify employees who will be trained on the emergency action plan.
5. Outline pre-planned response and evacuation actions.
6. Outline the process of disseminating emergency information and instructions to employees and facility guests/patrons.
7. Describe the resources available to support emergency response activities.
8. Establish responsibilities for maintenance and review of the overall Emergency Action Plan.
9. Provide the basis for initial training and subsequent retraining of staff.
10. Establish weekly/monthly drills of the Emergency Action Plan.

Emmergencies Addressed In Division Emergency Action Plans

1. Fire/Explosion
2. Chemical Event
3. Severe Weather
4. Violence
5. Bomb Threat
6. Robbery
7. Missing Person
8. Life-Threatening Medical or Aquatic Emergency
9. Water or Land-Based Injuries/Illnesses

EMERGENCY ACTION PLAN

PR Administration & Hobbs

Action Steps When Sirens Sound

1. **GET MORE INFORMATION**
   - Weather website
   - Weather radio
   - Visually look outside

2. **Make the appropriate announcement over the PA System in Hobbs manager office**
   - Turn PA system on - located in room # 105 (Hobbs part-time staff office next to maintenance room)
   - Small silver control panel located on side of large black audio cabinet
   - Turn knob to each area the announcement should be broadcast
   - Push knob in for each are to select
   - Microphone is located on Managers desk by the phone
   - Push and hold blue button to announce
   - Piped in music will discontinue when blue button is held
   - Announcements are posted above the microphone

   Severe Thunderstorm Warning Announcement
   Attention Hobbs guests. There is a severe thunderstorm approaching Eau Claire. The sirens have sounded. Please remain inside and stay away from doors and windows. Be aware of changing weather conditions and safe shelter areas within the building. Diagrams of safe shelter areas are located near each entrance and in the main lobby near the first aid station.

   Tornado Warning Announcement (life threatening conditions)
   Attention Hobbs guests. There has been a tornado warning issued for the City of Eau Claire. The sirens have sounded. All activity will be delayed until the storm passes. At this time we would like all guests to move to a safe shelter area. Please proceed to the locker rooms in the Hughes Rink or the University locker rooms in the O'Brien Rink.

3. **Turn lobby television on to the weather channel**
   - Remote is located in Hobbs Managers office on front counter

4. **Sweep three areas of facility when there is a life threatening situation**
   - Reference Safety Zone Map
   - After sweeping, meet in Hughes locker room E

5. **Update program and facility information telephone lines (if necessary)**

6. **Send facebook posts (if necessary)**

Recreation Division

General Security and Emergency Management Plan

915 Menomonie Street Eau Claire, WI 54703
Phone: (715) 839-5032
Email: pr@eauclairewi.gov
www.eauclairewi.gov/pr

Eau Claire
PARKS, RECREATION, & FORESTRY

(8.5 & 8.6) Reviewed 10/17

The Recreation Division General Security and Emergency Management Plan is a general guide used when developing program and event specific EMP's.

The protection and safety of guests and staff in the event of an emergency is a priority at Eau Claire Parks, Recreation and Forestry facilities, programs and events. Recognizing the importance of patron, guest, and staff safety, the following emergency response plan has been created and will be implemented should it become necessary.

The Eau Claire Parks, Recreation and Forestry - Recreation Division Emergency Management Plan (EAP) is designed to provide the framework for responding to major incidents, including aquatic and medical emergencies, as well as facility emergencies. The goals of this plan are to outline a strategy to prepare for, prevent, respond to, and recover from an emergency that affects the Recreation Division facilities, programs and events. As part of this strategy, this plan will:

- Establish official policy for response to emergencies.
- Identify and assign responsibilities and response activities.
- Identify the scope of potential hazards, which for the basis of planning.
- Identify employees who will be trained on the emergency management plan.
- Outline pre-planned response and evacuation actions.
- Outline the process of disseminating emergency information and instructions to employees and facility guests/patrons.
- Describe the resources available to support emergency response activities.
- Establish responsibilities for maintenance and review of the overall Emergency Management Plan.
- Provide the basis for initial training and subsequent retraining of staff.

Personnel who are assigned responsibilities in this EMP should have a working knowledge of functions and actions described in this document. During an emergency, this EMP will provide guidance for each function to be performed. With proper implementation, the EMP will ensure that all appropriate safety measures are taken.

Review

This plan is intended to be a dynamic document and to be reviewed annually. Changes to improve the procedures and checklists will be incorporated into the plan as they are identified

Recreation Activities Security Plan

Background

Eau Claire Parks, Recreation and Forestry Department is a city operated agency that offers various recreational programs and events at city facilities, parks, trails, and non-city owned facilities to the citizens of Eau Claire, WI. Several thousand people participate in the recreation division's programs annually. Facility security at our programs is a high priority.

The Recreation Activities Security Plan is a general guide used when developing specific program and event security and emergency action plans. Program supervisors and program directors and managers need to be familiar with all site security plans, including city owned and non-city owned facilities. Program supervisors are responsible for providing their staff with detailed information regarding security and emergencies during program specific training.

Building Security

City Owned and Leased Facilities

Building key/fob and access codes are assigned by the Recreation Manager to any staff or user groups who need access City Owned park and athletic field buildings. The Facility & Program Supervisors for Hobbs Ice Center and Fairfax Pool manage access for those facilities.

Note: immediately after unlocking any padlock, refasten it to the gate, hinge, door, etc... to prevent loss of the lock.

1. Hobbs Ice Center (see Hobbs General Security and Emergency Management Plan)

2. Fairfax Pool (see Fairfax General Security and Emergency Management Plan)

3. Carson Park Stadiums (see Parks Employee Manual for Carson Stadiums Security Plan)
    - Football/Softball Concessions – The concession Manager on Duty is responsible for turning off interior building lights, securing the safe, storage door, and entry doors prior to leaving the facility.

4. Park Shelters
    - Recreation Division program staff are responsible for securing all storage doors and entry doors prior to leaving the facility.

5. Athletic fields
    - Recreation Division program staff are responsible for turning off all facility lights, returning equipment to storage, securing all storage boxes, doors and entry doors prior to leaving the facility. Restroom facilities will be locked by park staff.

Non-City Owned Facilities

City staff follow all policies of the owner of the facility being used.

1. ECASD School Facilities
    - Recreation Division program staff should meet with the school custodial staff prior to any program start date to determine how the building areas should be secured prior to leaving the facility.
    - Aquatics – program staff must sweep the pool area and locker rooms, then ensure all pool entry doors are secured, followed by securing all lockerroom doors.
    - General Programs – program staff must secure all equipment, return baskets, nets, divider walls to the same position in which they were found. Custodial staff will secure the gym and classroom doors.

2. Commercial Facilities (partnerships with Local Golf Courses, The Moose Lodge, etc...)
    - Commercial entities are responsible for securing their equipment and business entrances at the end of their business day.

Emergency Definition

An emergency is an unexpected occurrence, either natural or human-made, that requires immediate action to save lives, minimize injury, or protect property.

Situations and Assumptions

Eau Claire Parks, Recreation and Forestry Management and Staff will commit all available resources to save lives, minimize injury to persons, and minimize damage to property. The Recreation Division may not possess all resources to deal with some emergencies. In these instances, it will rely on the City of Eau Claire to provide services such as police, fire, and emergency medical services. Athletic Trainers assigned to sporting events may respond to injuries.

Since response time from the City of Eau Claire Fire, Rescue, and Law Enforcement may be delayed in some emergency situations, it is important to establish management plans to respond to a multitude of emergencies. As such, periodic training of staff is required and the plan needs to be communicated throughout the facility and practiced periodically. In addition, the plan should be shared with local officials to ensure mutual understanding and expected actions to be implemented during various emergencies.

To ensure that Eau Claire Parks, Recreation and Forestry Department minimizes the potential for injury to persons and maintains safe egress from the facility, every effort is made to ensure the facility meets all State and Local Code requirements and are regularly inspected for unsafe conditions and to make repairs as necessary.

Assignment Responsibilities

Superintendent of Recreation	The Superintendent of recreation is responsible for ensuring that Recreation Division facilities, programs and events operate in a safe, functioning condition. The Superintendent of Recreation will ensure all maintenance, repair, and improvement standards are met. This position requires working closely with resources to ensure timely completion of work. The Superintendent will schedule an annual review and update of emergency management plans.
Professional Programming Team	The Professional Programing Team coordinates training activities and assists in ensuring the facilities, programs and events operate in a safe, functioning condition. The Professional Programming Team is responsible for identifying and implementing facility, program and event specific Emergency Management Plan's.
Program Managers and Directors	Program Managers and Directors assist the Professional Programming Team in training and implementing facility, program and event specific Emergency Management Plan's. Other responsibilities include checking first aid boxes, replenishing supplies, reporting safety issues and hazards to professional staff.
Recreation Facilitators and Leaders	Recreation Facilitators and Leaders will ensure their work area and equipment are safe, maintain and replenish first aid boxes, report any accidents and incidents to management and be familiar with the Emergency Management Plan.

Emergency/Accident Prevention and Risk Management

Eau Claire Parks, recreation and Forestry Department has an established Risk Management Program to minimize potential of injury to people and damage to the facility. This program addresses activities that could result in injury or damage to guests/patrons, property, and staff in

which the City of Eau Claire could be held liable or subject to litigation. It is imperative that all facility activities be conducted in accordance with the Risk Management Program to ensure that the potential for injury or damage to property is as low as reasonably achievable. Since injury to guests and staff could result in a financial impact, our primary responsibility is to prevent injuries and accidents through effective patron and facility surveillance, and enforce all facility rules and regulations that help prevent or minimize the risk for injury.

The City of Eau Claire does not provide accident or hospital insurance for people participating in Department sponsored activities. **Staff is never to tell a participant that the bill for their injury will be paid by the Parks & Recreation Department or the City of Eau Claire.** The City of Eau Claire does carry liability insurance. If a participant feels that the City of Eau Claire is liable for an injury because of negligence, a claim must be filed within 30 days. The participant should contact the Risk Management Department as soon as possible if they wish to file a claim.

Documentation

Documentation of all accidents and injuries is essential and absolutely required. The record completed by staff can help more advanced medical personnel better assess the condition of an injured person. If legal action occurs, a record will also provide legal documentation to support what was seen, heard, and actions taken in an emergency. It is important to complete the accident/incident report as soon as possible after an emergency.

First Aid Kits & Emergency Equipment

First aid kits will be prepared for all facilities and events throughout the recreation division and will contain the following items:

- Ice Packs
- Band-aides
- Anti-bacterial wipes
- Butterfly closures
- Athletic tape
- Red biohazard bags
- Paper towels
- Vinyl gloves
- Pocket Mask/rescue breathing barrier

First aid kits will be checked regularly by program staff. Identified staff are required to report to supervisors when first aid kit items have been used or need replenishment.

Additional first aid supplies and equipment are located at the Parks Administration building at 1040 Forest Street. AED's maintained by Eau Claire Parks, Recreation and Forestry Department are located at Fairfax Pool, Hobbs Ice Center (2), Carson Park (2), Soccer Park, and Parks Administration Building. Eau Claire Area School District has AED's located near

activity areas at all high schools and middle schools. All Supervisory and program staff are responsible for identifying the exact location of AED's and first aid boxes at each facility in which they work.

Inspections

Risk Management activities include inspections and maintenance to identify risks and reduce the potential for an emergency. Recreation supervisory and program staff will perform safety inspections. Inspections are to be performed before opening the facility and at the beginning of a program or event. All staff are responsible for reporting any potential hazard to their supervisor. Once safety inspections are completed, the Safety Check-List (on the following page) should be given to a supervisor for signature and review.

EAU CLAIRE PARKS, RECREATION AND FORESTRY DEPARTMENT
SAFETY CHECKLIST

Area to be Inspected—Opening Checklist	**Safe**	**Unsafe**	**Action Taken**
Areas to be Inspected—Closing Checklist	**Safe**	**Unsafe**	**Action Taken**

Program Managers and Directors_____ Date_____

_____ Date_____

Emergency Preparation

Preparedness activities focus on training and having information available for potential emergencies. Training is an essential aspect of an effective emergency management plan. An Emergency Response Training Program will be implemented initially during facility, program or event orientation and staff will review aspects of emergency procedures on a regular basis. Additionally, training will be provided to all staff when procedures are updated or revised.

Evacuation Drills/Severe Weather Drills

Evacuation drills are a key component of preparedness. Not only do evacuation drills familiarize staff with what to do in an emergency, they allow for untrained individuals and guests to understand emergency procedures.

Emergency Response Plans

The following general procedures apply to all emergencies:

- **Remain calm.**
- Quickly evaluate the situation.
- First priority is to rescue anyone in immediate danger.
- Call 9-1-1 if there is a life-threatening situation of if there is any doubt as to whether the situation is, or could become life-threatening.
- Direct individuals not involved in the situation away from immediate danger.
- Clear emergency area to allow for emergency medical personnel/police/fire to do their jobs.
- After calling 9-1-1, program directors and managers will contact the Eau Claire Parks & Recreation Department office. If after hours, call the appropriate member of the professional recreation program team on their cell phone.

Media and Other Communications

Staff are not to discuss information about the emergency situation to media. All questions from the media will be directed to the City of Eau Claire designated spokes person. Recreation

facilitators and leaders are not to discuss emergency situation or condition of the victim with anyone not directly involved in providing emergency care.

Emergencies

Fire/Explosion

While the risk of fire/explosion is small, staff must be prepared to evacuate the facility, program or event in a safe and orderly fashion.

Upon recognition of fire, smoke, or explosion, facility, program or event guests and staff should be moved away from immediate danger.

1) Notify program manager or director immediately
2) Staff will attempt to control or extinguish any fire by retrieving the nearest fire extinguisher and applying its contents to the fire only if:
    a. The employee is not responsible for the care of small children;
    b. Responsible for evacuating guests and staff;
    c. Able to keep a clear path between them self and an exit;
    d. The individual has someone with them;
    e. Smoke in an enclosed area is not dangerous to the individual;
    f. The individual can safely remain in the area; and
    g. The extinguisher will prevent the fire from becoming larger and creating a greater hazard or damage.
3) If using the extinguisher is not successful and it is safe to do so, confine the fire to its present location by closing doors to the area as you leave. Ensure that no one else is still in the area. Call 911 and follow evacuation procedures if ordered.

Chemical Event

1) Notify or facility maintenance personnel
2) Follow the general procedures for an emergency, including calling 9-1-1 if directed
3) Keep people calm and try to determine whether the threat is airborne
4) If threat is from inside the facility, follow evacuation procedures if ordered

Facility/Site Evacuation Procedures

In the event an evacuation is ordered:

1) Program Managers and Directors will make an announcement.
2) Upon hearing the announcement, staff will be assigned to unlock and open the appropriate gates/doors or contact a facility representative at a non-city owned facility or site.
3) Staff will lead patrons out of facility/area and to a designated safe area.
4) After everyone has evacuated, Program Managers and Directors will make one last inspection to ensure no one is left behind.

Severe Weather

Upon hearing City of Eau Claire severe warning sirens, staff should:

1) Program Managers and Directors will attempt to determine the nature of the storm by listening to weather radio or checking the Internet if it is safe to do so.
2) Direct patrons to designated safe areas if necessary.
3) All patrons/staff should remain in severe weather locations until the "all clear" command is given by a Program Manager or Director.

Violence

If a staff member is presented with a potentially violent situation, she or he should clear the area of patrons and call 9-1-1 for law enforcement. Staff should not confront a violent or hostile individual.

Bomb Threat

If a staff person receives a bomb threat, she or he should:

1) Notify a program manager or director immediately. The manager/director should call 911.
2) Remain calm, courteous and listen. Avoid interrupting the caller. Ask the following questions:
    a. Where is the bomb?
    b. When will it go off/What will set it off?
    c. Did you place the bomb? If yes, Why?
3) If people are in the facility/area, inform the caller that detonation could cause serious injury or death to small children.
4) Pretend to have difficulty hearing—keep the caller talking if possible.
5) Initiate facility/area/event evacuation procedures if indicated.

If the facility/area is to be evacuated, it is important that patrons not gather their belongings as a bomb could have been placed on, in, or near their personal belongings. The following announcement will be made:

Attention Facility/Program Patrons and Staff: We have been instructed to evacuate the facility. We are unaware of specific details and therefore ask that you leave all personal belonging where they are and follow staff out of the facility/area. We ask that you not try to leave in your cars since emergency service vehicles will be trying to enter the area. Traffic at the parking lot entrances and exits will hinder response times.

Robbery

If an individual approaches a cashier or staff person in charge of money and demands money, the staff person should comply with the robber's instructions and, when safe, call 9-1-1 and report the incident. As with other violent situations, do not attempt to disarm or confront a hostile individual.

Missing Person/Code Adam

If a parent or caregiver approaches a staff member and reports a child missing, follow these steps and ask the following questions:

a. Would you like us to page the person or are you requesting assistance to locate a lost child?
b. What is child's name?
c. How long ago did you see the child?
d. Where was the place you last saw the child?
e. Did you check the area where the child was last seen?
f. Get a detailed description of the child:
    i. Name
    ii. Age
    iii. Hair color
    iv. Eye color
    v. Approximate weight & height
    vi. What the child was wearing (ask specifically about shoe color and style)

2. Notify the program manager or director to initiate Code Adam (provide description of child)

3. Advise parent/guardian we are a "Code Adam" agency—which means, "we have a procedure in place to help assist with situations such as this."

4. Program manager or director will make a "Code Adam Watch" announcement. (script below)

   Attention facility/program/event patrons and staff. Staff please initiate Code Adam Watch procedures. We have a lost child named _____, age _____, with _ _____ hair and ____ eyes, weighs approximately _____ pounds and _____ feet tall, last seen wearing _____.

   a. Upon hearing the announcement, facility/program/event staff will check all areas of the facility/area.

   After searching these areas, staff will report back to the program manager or director. If the child has not been found within five minutes, a Code Adam Warning will be announced over the PA (Script below)

   Attention facility/program/event patrons and staff. Staff please initiate Code Adam Warning procedures. We have a lost child named _____, age _____, with _ _____ hair and ____ eyes, weighs approximately _____ pounds and _____ feet tall, last seen wearing _____. All patrons please exit the pool and return to your belongings and stay there. If you know the whereabouts of this child, please inform a staff member immediately. To ensure the safety of the missing child, all patrons are encouraged to remain in the park/area/facility with their party near their belongings. Thank you for your assistance and cooperation.

5. If, after five minutes from the warning announcement, the child is not found, the program manager or director will call 9-1-1.

6. If the child is found and appears to have been lost and unharmed, the child is reunited with parent/guardian at front desk.

7. If the child is found accompanied by someone other than the parent/guardian, use reasonable efforts to delay their departure without putting the child, staff, or visitors at risk.

8. **During a warning, we will ask patrons to remain in the park/area/facility, however; we cannot force anyone to stay.**

9. The Code Adam page is canceled after the child is found and the following announcement will be made:
   Attention facility/program/event patrons and staff. Code Adam (warning/watch) has been cancelled.

Life-Threatening Medical or Aquatic Emergency Water or Land-Based Injuries/Illnesses

Upon recognition of a life-threatening medical emergency on land or in the water, the nearest staff member should

1. Activate EAP.
2. Call 911
3. Approach the scene and perform a scene size-up. Try to determine the following:
   a. Is the scene safe?
   b. What is the nature of illness/mechanism of injury?
   c. How many victims are there?
   d. What resources are needed?

   While sizing up the scene, staff should put on appropriate PPE.

   If the scene is not safe, make it safer. If the scene could cause harm to the rescuer or bystanders, clear bystanders from the area and ensure 9-1-1 has been called.

4. Perform appropriate first aid or CPR to victim/s up to your training.

Eau Claire Parks, Recreation, & Forestry
Supplemental EMP (8.6)

Indoor Aquatics

This document outlines additional emergency procedures for Indoor Acquatics.

Emergency Procedures

General Information
If the program director/ manager is not on site, the Head Instructor or Lifeguard assumes this role during the emergency to assess, direct, and initiate emergency procedures. This includes determining when to evacuate, calling 911, and initiate a "Code Adam" response.

All indoor staff members need to be familiar with these emergency procedures. In an emergency, all lifeguard staff members are required to perform to their standard and scope of practice whenever giving care: First Aid, CPR, Use of An AED, and Water Rescues. The following Emergency Management Plans will be used at all indoor pools.

Life-Threatening Medical or Aquatic Emergency
In-water Seizure, Spinal Injury, Unconscious, Severe First Aid, Cardiac Arrest Victims

Open Swim:
Primary Guard:
Triple whistle and perform the appropriate rescue based on the victim's condition and location. Upon reaching the victim, the primary guard communicates the victim's condition to the secondary guard and break/cashier guard. The primary guard along with the secondary guard will then give the appropriate care until EMS arrives and takes over.

Secondary Guard:
Clear the pool with one long whistle blast. Once the pool is clear, quickly communicate with the primary guard to determine the victim's condition. Get the appropriate equipment based on the problem (first aid kit/backboard). Assist the primary guard with the rescue and emergency care.

Break/Cashier Guard:
Help clear the pool and quickly communicate with the primary guard to determine the victim's condition. If needed, call EMS using the pool phone. Clear the pool area of all bystanders and send a bystander to meet EMS. After activating the EMS system, obtain the AED, deliver the AED to the scene and assist the primary and secondary guards.

Swimming Lessons:

Lifeguard:

Triple whistle and perform the appropriate rescue based on the victim's condition and location. Once the lifeguard reaches the victim, the guard should communicate the victim's condition to the instructors. The lifeguard and lifeguard-trained instructors will then give the appropriate care until EMS arrives and takes over.

Swim Instructors:

Upon hearing the triple whistle, clear your class from the water, and account for all students in your class. The Head Instructor will then direct the instructors on what to do next:
One lifeguard-trained instructor will get the appropriate equipment (backboard, AED and first aid kit) based on the incident and aid the lifeguard with the rescue.
One instructor will move all of the students to the hallway. One Instructor will head to the building entrance to meet EMS.

Head Instructor:

Call EMS using the pool phone (many phones require you to "dial out" before placing your call, follow the instructions by the phone). After calling 911, they also need to assist the other instructors and lifeguard with the rescue.

Single Guard Situations:

1) *Clear the pool with one long whistle blast.*
2) *Once clear, perform the appropriate rescue based on the victim's condition and location.*
3) *Have bystanders help with the incident. Remember to be specific when using bystander's help.*
   Assign bystanders to: Call 911 (many phones require you to "dial out" before placing your call), Get the backboard and first aid kit, Get the AED, Assist with the rescue as needed
4) *Continue to give appropriate care until EMS arrives and takes over.*

NOTE: If bystanders are not present, Call EMS before entering the water.

After Care Is Given…

- *Fill out an Accident Report after the incident is over. Witnesses should be interviewed and all staff involved should contribute to the report. Do not feel limited to one sheet. You may write additional information and details on another piece of paper.*
- *Call the Aquatic Director and the Program Supervisor to brief them about the incident. The Aquatic Director and Program Supervisor will determine whether or not to reopen the facility or continue swimming lessons.*
- *A staff debriefing will be held, within 24 hours, to discuss the incident.*
- *Do not talk to the media regarding the incident and direct all inquiries to the Parks and Recreation Office at 839-5032.*

"Jump" Rescue: Minor First Aid (Non-life threatening)

Open Swim:
Primary Guard:
Double whistle then inform the break/cashier guard of the problem. Escort the victim to the first aid area. Help administer first aid if needed otherwise return to your station.

Secondary Guard:
Upon hearing the double whistle, take over full pool coverage. Continue until the primary guard returns to their station.

Break/Cashier Guard:
Upon hearing the double whistle, procures the first aid kit, then meets the primary guard and the victim at the First Aid area. The Break Guard then performs any necessary first aid and fills out an Accident Report. The Aquatic Director or Head Lifeguard will then call the parents/guardians, if it is felt a swimmer should go home.

Swimming Lessons:
Lifeguard:
Double whistle and escort the victim to the first aid area. Administer first aid as needed and fill out an Accident Report. When finished, return to your station and single whistle, to indicate you have resumed your station.

Head Instructor:
Upon hearing the double whistle, each instructor accounts for each student in their class. Instructors assume full responsibility of their students, while the lifeguard is giving care. Notifies the parents/guardians if it is felt a swimmer should go home.

Swimming Instructors:
Upon hearing the double whistle, each instructor accounts for each student in their class. Instructors assume full responsibility of their students, while the lifeguard is giving care.

Single Guard Situation:

1) *Clear the pool with one long whistle blast.*
2) *Once clear, bring the victim to the first aid station and administer first aid as needed.*
3) *After giving care, fill out an Accident Report.*
4) *When finished, return to your station and let the swimmers back into the water.*

"Jump" Rescue: Distressed Swimmer, Active Drowning Victim

This situation is an urgent, non-emergency situation that is used in the event that a swimmer needs help reaching the side of the pool. This situation has the potential to develop into an emergency situation if not responded to quickly, efficiently, and according to your training.

Open Swim:
Primary Guard:
Double whistle and perform the appropriate rescue based on the victim's condition and location. The primary lifeguard assesses the victim's condition and reassures the victim, as they swim the victim to safety. If the situation is determined to be life threatening, the primary guard raises their fist in the air and informs the other guards with a triple whistle. All staff will initiate the procedure for a life threatening emergency. If not life threatening, the primary guard should fill out an Incident Report, once the victim is safe and the incident is over.

Secondary Guard:
Upon hearing the double whistle, take over full pool coverage. If the primary guard determines the situation to be life threatening, clear the pool with one long whistle blast (see EMP for "Emergency" situations on page 34). If not life threatening, continue full pool coverage until either the primary guard returns or the break/cashier guard takes over the primary guard's station.

Break/Cashier Guard:
Upon hearing the double whistle, approach the primary guard and determine the victim's condition (If life threatening, use the EMP for "Emergency" situations on page 34). Take over the primary guard's station until they are finished giving care, if not life threatening.

Swimming Lessons:
Lifeguard: Double whistle, enter the water, approach the victim, and perform the appropriate rescue based on the victim's condition and location. Once the victim is safely supported by the rescue tube, the lifeguard asses the victim's condition.

If the situation is life threatening (seizure, unconscious):
Triple whistle, raise your fist, and follow the procedure for life threatening emergency.

If the situation is non-life threatening:
Once the victim is safe and the incident is over, the lifeguard should fill out an Incident Report. When finished, return to your station and whistle once to indicate you have resumed patron surveillance.

Swimming Instructors: Upon hearing the double whistle, account for each student in your class. Instructors have full responsibility of their students' safety while the lifeguard is giving care. If the situation is determined to be life threatening, follow the procedures outlined on page 34.

Single Guard Situations:
Clear the pool with one long whistle blast. Once clear, perform the appropriate rescue based on the victim's condition and location. Once the victim is safe and the incident is over, the lifeguard should fill out an Incident Report. Upon completion of your report, return to your station and let the swimmers back into the water.

Specific Rescue Procedures

Spinal/Injury Management
Lifeguards will provide spinal immobilization, backboard, remove the victim from the pool, and care for shock and hypothermia.

For a victim on land, spinal injury management will be performed according to American Red Cross Lifeguard Training procedures.

Seizures in the pool
The primary lifeguard will keep the victim's head above water, supporting the victim on rescue equipment. Once the seizure has passed, the victim should be removed from the water with the assistance of another lifeguard and the victim's airway should be protected. Seizures in the water are a life-threatening emergency and EMS will be summoned.

Severe Weather Emergency Plan

Swim Lessons

Upon hearing City of Eau Claire severe warning sirens:

- All staff should clear the pool of all swimmers
- Head Instructor will attempt to determine the nature of the storm and then initiate the appropriate procedure.

A) Tornado Warning:
    1. Instruct all staff to evacuate participants into the locker rooms.
    2. Assist all participants and bystanders into the locker rooms. There should be a minimum of two staff members in each locker rooms
    3. Encourage EVERYONE to remain in the locker room until the all clear is given. Do not allow children to leave unless a parent/guardian accompanies them.
    4. While in the locker room, try to keep everyone clam, occupied, and organized. This is a good time to do Safety Day activities, sing songs, or play games, but it must apply to swim lessons.
    5. DO NOT let patrons shower or change clothes at this time.
    6. The Head Instructor should check the hallway and pool area for wandering patrons and should be the last individual to evacuate into the locker room.

7. The Head Guard or Head Instructor should and monitor the weather situation by periodically checking the conditions on their phone, listening to the radio, or communication with the Aquatic Director or Program Supervisor.
8. All other instructors should remain in communication with the head instructor via cell phone if possible.
9. Once weather has cleared and an all clear has been given. Assist all patrons into the pool in an orderly fashion.

B) Severe Thunderstorm Warning:

1. Instruct staff to conduct Safety Day activities on deck.
2. Advise everyone to stay. Do not let children leave unless accompanied by a parent or guardian.
3. Request that patrons do not shower at this time.
4. Head Instructor will monitor the weather situation and stay in contact with the Aquatic Directors or Program Supervisor. If conditions worsen, initiate the procedures for a Tornado Warning.
5. Once the weather has cleared, assist patrons into the pool in an orderly fashion.

When given, the Aquatics program will take direction from the Fairfax Pool Safety Team or Eau Claire Area School District Representatives. The instructors in these situations are responsible for taking direction, ensuring the participants safety, and communicating with the Aquatic Director or Program Supervisor.

Open Swim

Upon hearing City of Eau Claire severe warning sirens:

Primary Guard:
Initiate clearing the pool of all patrons, with one long whistle blast. Maintain patron surveillance until all patrons have exited the water.

Secondary Guard:
Initiate clearing the pool of all patrons, with one long whistle blast. Maintain patron surveillance until all patrons have exited the water.

Break/Cashier Guard:
Attempt to determine the nature of the storm by: listening to the radio, looking up the alert on a cell phone, or calling the Aquatic Director or Program Supervisor. Once the nature of the storm is established, they will notify the Head Lifeguard.

The Head Lifeguard will initiate the appropriate procedure once the nature of the warning has been identified.

A) Tornado Warning:

1. Assist all patrons into a single locker room.
2. Do not let anyone leave unless a parent/guardian accompanies him or her.
3. While in the locker room, try to keep everyone clam, occupied, and organized. This is a good time to discuss safety information, sing songs, or play indoor games (I SPY, 20 questions, etc.).
4. DO NOT let patrons shower or change clothes at this time.
5. The Head Guard should check the hallway and pool area for wandering patrons and should be the last individual to evacuate into the locker room.
6. The Head Guard will monitor the weather situation by periodically checking the conditions on their cell phone, listening to the radio, or communicating with the Aquatic Director or Program Supervisor.
7. All other instructors should remain in communication with the head instructor via cell phone if possible.
8. Once the weather has cleared and an all clear has been given. Assist all patrons into the pool in an orderly fashion.

B) Severe Thunderstorm Warning:
   1. Advise everyone to remain in the pool area. Do not let children leave unless accompanied by a parent/guardian.
   2. Request that patrons DO NOT shower at this time.
   3. The Head Guard should monitor the weather situation and stay in contact with the Aquatic Director or Program Supervisor.
   4. Once the All Clear is given, lifeguards will return to their stations and once ready allow patrons back into the pool. Lifeguards will rotate to the next position once the pool is re-opened.

When given, the Aquatics program will take direction from Eau Claire Area School District Representatives. In these situations, ECPR staff members are responsible for taking direction, carrying out the directions given, ensuring the participants safety, and communicating with the Aquatic Director or Program Supervisor.

Single Guard Situations:
Upon hearing City of Eau Claire severe warning sirens:

The Lifeguard will:
1) Signal for patrons to clear the pool with one long whistle blast.
2) Maintain Patron Surveillance until all bathers have exited the pool.
3) Determine the nature of the storm and follow the appropriate procedure:

A) Tornado Warning:
   1. Assist all patrons into a locker room.
   2. Encourage everyone to remain in the locker room. Children may not leave unless a parent/guardian accompanies him or her.

3. While in the locker room, try to keep everyone clam, occupied, and organized. Sing songs as a group or engage in conversation.
4. DO NOT let patrons shower or change clothes at this time.
5. The lifeguard should check the hallway and pool area for wandering patrons and should be the last individual to evacuate into the locker rooms.
6. The Lifeguard should monitor the weather situation by periodically checking the conditions on their phone, listening to the radio, or communication with the Aquatic Director or Program Supervisor.
7. Once weather has cleared and an all clear has been given. Assist all patrons into the pool in an orderly fashion.
8. Return to your station and once ready allow patrons back into the pool area, if safe to do so.

B) Severe Thunderstorm Warning:

1. Request that all patrons remain away from the water.
2. Encourage everyone to stay. Children may not leave unless a parent/guardian accompanies him or her.
3. Attempt to keep everyone clam, occupied, and organized.
4. Advise patrons to NOT shower at this time.
5. The Lifeguard should monitor the weather situation by periodically checking the conditions on their phone, listening to the radio, or communication with the Aquatic Director or Program Supervisor.
6. Once weather has cleared and an all clear has been given.
7. Return to your station and once ready allow patrons back into the pool area, if safe to do so.

Facility/Site Evacuation Procedures

Swim Lessons

The Head Instructor will:

1. Act as the Program Manager / Director, when they are not present.
2. Request another instructor to supervise their students.
3. Determine the best means of egress from the Aquatic Facility
4. Activate the Evacuation Procedure.
5. Communicate the route of Egress to the Lifeguard.
6. Ask their participants to exit the Pool and Line Up in Front of them
7. Collect their attendance sheets and the Site Folder
8. Lead their Participants out the Pool Area to the Safe Area
9. Upon arriving at the safe area, take a head count.
10. Take attendance to identify missing individuals.
11. Check with other instructors for missing students.
12. Begin notifying parents where to pick up their participants.
13. Ensure all participants only leave with their parent or guardian.

All Swimming Instructors
Upon receiving the evacuation order:

1. Ask their participants to exit the pool and Line Up in front of them
2. Collect their attendance sheets
3. Lead their Participants out of the Pool Area to the Safe Area, following the Head Instructors Class.
4. Upon arriving at the safe area, take a head count.
5. If participants are missing, take attendance to identify.
6. Check with other instructors for missing students.
7. Once all participants are accounted for, begin notifying parents of where to pick up their participants.
8. Ensure all participants only leave with their parent or guardian.

Lifeguard:
Upon hearing the Evacuation order:

1. Signal staff members to clear the pool.
2. Maintain patron surveillance until all bathers are out of the pool.
3. Communicate the best means of egress to any spectators.
4. Complete the Final Sweep to ensure all patrons are out of the pool area & locker rooms.

When given, the Aquatics program will take direction from the Fairfax Pool Safety Team or Eau Claire Area School District Representatives.

Open Swim

Primary Guard:
Initiate clearing the pool of all patrons, with one long whistle blast. Maintain patron surveillance until all patrons have exited the water.

Secondary Guard:
Initiate clearing the pool of all patrons, with one long whistle blast. Maintain patron surveillance until all patrons have exited the water.

Break/Cashier Guard:
Identify the best rout of egress out of the facility. Communicate the route to the Head Guard and give them the Start Change, Admissions Report, and Deposit. Direct patrons, as they exit the pool, out the appropriate exit and to the safe area.

Once all bathers have exited the water:

Head Guard:
Initiate a Facility Sweep from the pool out to the Hallway.
Remain on deck until all patrons have exited and Locker Room Sweep is complete, if safe to do so.

Guard 1
Sweep the Women's Locker Room directing patrons to the nearest exit.

Guard 2
Sweep the Men's Locker Room directing patrons to the nearest exit.

When given, the Aquatics program will take direction from Eau Claire Area School District Representatives.

Single Guard Situations:
When an evacuation is required, the lifeguard will:

1. Signal to Clear the Pool
2. Maintain surveillance until all bathers have cleared the pool
3. Have bystanders check on the egress routes
4. Using the best route of egress, direct participants to the Safe Area.
5. Once the Pool Area is clear, meet participants in the Safe Area.

EAU CLAIRE PARKS, RECREATION AND FORESTRY DEPARTMENT
INDOOR AQUTICS
SAFETY CHECKLIST

Site: _____ **Date:** _____ **Time:** _____

Lifeguards Present (First & Last):

_____ _____

_____ _____

Area to be Inspected— Opening Checklist	**Safe**	**Unsafe**	**Action Taken**
Rescue Equipment			
Rescue tubes (straps securely attached, no large holes or cracks)			
Fanny packs (In good repair, 3 pairs of gloves, 1 adult pocket mask, and 1 pediatric pocket mask)			
Backboards (on deck, easily accessible, in good repair)			
Head Immobilizer (Attached, in good repair, 2 blocks, 1 strap)			
Backboard Straps (are readily accessible, in good repair)			
First Aid Kit (On Deck, Well Stocked)			
Telephones (working properly)			
AED (In the Cabinet, Ready for Use)			
Lifeguard Stand (clean and in good repair)			
Pool and Deck			
Deck (good repair, clean, clear of objects, no standing water)			
Gutters (clean and clear of objects)			
Pool ladders (secured properly)			
Drain covers (clean and secured properly)			
Lane Lines (neatly rolled, secured tightly in pool)			
Equipment Closet (clean and organized)			
Site box (on deck and organized)			
"In" Folder (anything to pass out look over)			
Recreational Equipment			
Diving Board Ladder (rungs & handles secure)			
Diving Board Surface (smooth and slip resistant)			
Diving Board Fulcrum (forward most position)			
Basketball hoops (Rim is attached securely and base is filled with water)			

Continued on Reverse

A well-stocked First Aid Kit Contains:

Item	Qty.	Item	Qty.	Item	Qty.
Gauze Pads (4"x4")	5	Adhesive Tape (roll)	1	Tweezers (pair)	1
Gauze Pads (8" x 10")	2	Eye Wash (bottle)	1	Vionex (packets)	15
Band Aids (1"x3")	50	ACE Bandage (roll)	1	Butterfly Closures	25
Triangular Bandage	2	Disposable Gloves (pair)	5	Ice Packs	3
Scissors (pair)	1	Pocket Mask Set (Adult & Ped.)	1	Biohazard Bags	3
Gauze Roller Bandage (roll)	2	Breathing Barrier	0	Brown Paper Towels	30

Area to be Inspected— Opening Checklist	**Safe**	**Unsafe**	**Action Taken**
Recreational Equipment			
Diving Board Ladder (rungs & handles secure)			
Diving Board Surface (smooth and slip resistant)			
Diving Board Fulcrum (forward most position)			
Basketball hoops (Rim is attached securely and base is filled with water)			
Areas to be Inspected— Closing Checklist	**Safe**	**Unsafe**	**Action Taken**
Instructional and Recreational Equipment Put Away			
Equipment Closet (clean and organized)			
Pool is Empty (Inspect Pool Bottom)			
Lost and Found Gathered Into Basket			
Rescue Equipment Properly Stored			
Site Box Returned to Closet			
"OUT" Folder Checked for Items to Bring to Office (Accident Reports/ Incident Reports / Deposits)			
Garbage Picked Up			
Custodial Staff Present to "Lock Up"			

Lifeguard Completing Report _____ Date_____

Program Director's Signature _____ Date_____

Eau Claire Parks, Recreation, & Forestry
Supplemental EMP (8.6)

Par –Te-Rec

This document outlines additional emergency procedures for Par-Te-Rec.

Emergency Procedures
Call 911
Notify your supervisor immediately or as soon as it is safe to do so

Facility/Site Evacuation Procedures

In the event an evacuation is ordered at the Hobbs Ice Center, all staff and patrons are to determine the best route of egress and gather in the parking lot of the Pentecostal Church on the corner of 9th and Menomonie St.

Patrons and staff should:

a) Exit out of the Club Viewing Room near the elevator,
   1. Proceed down the stairs
   2. Turn right and exit the building entrance
   3. Cross 9th street
   4. Turn left and proceed to the church parking lot.
b) Exit out of the Club Viewing Room near the Fitness room
   1. Proceed down the stairs
   2. Turn left and walk along the bleachers
   3. Turn right and proceed down the first set of steps
   4. Exit out the fire door
   5. Turn right and proceed to the corner of 9th and Menomonie
   6. When safe, cross the street and proceed to the church parking lot.

In the event to facility evacuation, staff and patrons should only be directed to use these exits. It is unsafe to cross thru the building to the main parking lot on the west end of the building.

In the event of a Fire Alarm, the elevator will be disabled. During a facility evacuation due to Fire, gather all patrons requiring assistance exiting down the stairs or elevator into the Rescue Assistance Area. The area identified as the Rescue Assistance Area is directly in front of the elevator as close to the south wall as possible. The Fire Department will override the alarm and bring those individuals down on the elevator upon their arrival.

Staff Responsibilities

The Program Director will:

c) Gather the Program Binder, Participant Information Binder, and cashbox

d) Head immediately to the Pentecostal Church Parking Lot
e) Begin counting participants / taking attendance.
f) Direct and communicate with all other staff throughout the evacuation via cell phone
g) Inform the Program Supervisor of the building evacuation and the early end time.

One staff member will position themselves near the top of the stairs by the elevator. This staff member will:

a) Direct patrons who can exit independently directly down the stair well.
b) Direct patrons requiring assistance exiting to the Rescue Assistance Area
c) Remain with the participants awaiting Rescue Assistance, until the Fire Department arrives and takes over evacuation.
d) Ensure all participants remain calm, while waiting for assistance
e) Communicate to the staff member at the 9th St exit that everyone is out
f) Communicate who is with them to the director by cell phone

One staff member will be stationed at the 9th St exit. This staff member will:

a) Direct participants across the street and to the church parking lot.
b) Follow the last participant across the street
c) Assist the Program Director with attendance
d) Assist the Program Director with contacting rides for early pick up

One staff member will be stationed at the entrance to the fitness center. This staff member will:

a) Direct participants down the stairs
b) Follow the last individual out of the building communicating that they are the last one to their partner.
c) Proceed to the main parking lot along 10th street
d) Look for any patrons that were in the lobby during the evacuation.

One staff member will be stationed at Menomonie St. Exit. This staff member will:

a) Direct participants along Menomonie and across the street to the church parking lot.
b) Follow the last participant across the street.
c) Assist the Program Director with attendance
d) Assist the Program Director with contacting rides for early pick up

Severe Weather

Emergency Shelters are located in the Hughes Rink and the University Locker Rooms.
Par-Te-Rec staff will:

a) Take direction from the Hobbs Ice Center Staff
b) Direct participants who can exit independently across the mezzanine and down the stairs on the west end of the O'Brien Rink
c) Assist participants requiring assistance down the Elevator on the west end of the Mezzanine or the Elevator Nearest the Club Viewing Room. Staff will need to escort participants using the east elevator behind the players' benches and into the lobby.

EAU CLAIRE PARKS, RECREATION AND FORESTRY DEPARTMENT
SAFETY CHECKLIST

Area to be Inspected—Opening Checklist	Safe	Unsafe	Action Taken

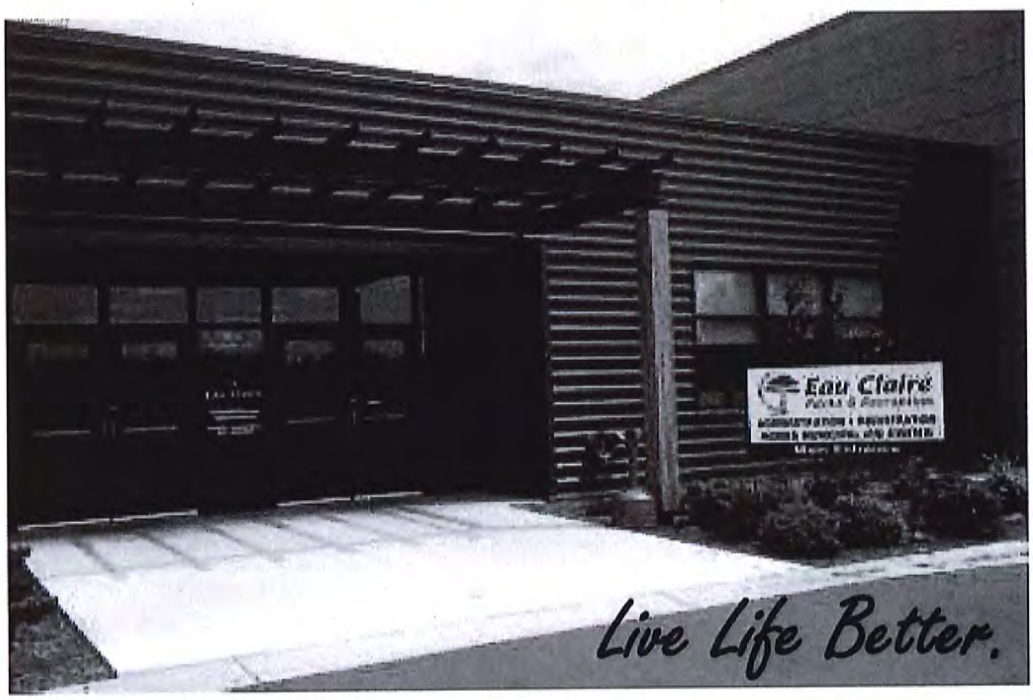
Areas to be Inspected—Closing Checklist	Safe	Unsafe	Action Taken

Program Managers and Directors____________________________________ Date______________

____________________________________ Date______________

HOBBS MUNICIPAL ICE CENTER

General Security and Emergency Management Plan



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Eau Claire
PARKS, RECREATION, & FORESTRY

(8.5 & 8.6) Reviewed 10/17

Introduction

The protection and safety of guests and staff in the event of an emergency is a priority at Hobbs Municipal Ice Center. Recognizing the importance of patron, guest, and staff safety, the following emergency response plan has been created and will be implemented should it become necessary.

The Hobbs Municipal Ice Center General Security and Emergency Management Plan is designed to provide the framework for responding to major incidents, and medical emergencies, as well as facility emergencies. The goals of this plan are to outline a strategy to prepare for, prevent, respond to, and recover from an emergency that affects the Hobbs Municipal Ice Center. As part of this strategy, this plan will:

- Establish official policy for response to emergencies.
- Identify and assign responsibilities and response activities.
- Identify the scope of potential hazards, which for the basis of planning.
- Identify employees who will be trained on the emergency action plan.
- Outline pre-planned response and evacuation actions.
- Outline the process of disseminating emergency information and instructions to employees and facility guests/patrons.
- Describe the resources available to support emergency response activities.
- Establish responsibilities for maintenance and review of the overall Emergency Action Plan.
- Provide the basis for initial training and subsequent retraining of staff.

Personnel who are assigned responsibilities in this plan should have a working knowledge of functions and actions described in this document. During an emergency, this plan will provide guidance for each function to be performed. With proper implementation, the plan will ensure that all appropriate safety measures are taken. The plan will be readily available for all staff at the facility.

Review

This plan is intended to be a dynamic document and to be reviewed annually. Changes to improve the procedures and checklists will be incorporated into the plan as they are identified.

Hobbs Municipal Ice Center Building Security

Background

Hobbs Municipal Ice Center is a multi-purpose facility hosting both ice related and dry floor activities and events. Over 500,000 individuals will pass through the facility in a calendar year. The facility consists of 3 ice skating rinks (w/concrete floors), main lobby with restrooms and concessions, 16 locker rooms, athletic training room, 6 coach offices, fitness room, club viewing room, conference room, and meeting/party room. The facility also houses the administration offices for the Recreation Division of the Eau Claire Parks and Recreation Department.

The facility has a main entrance off the 10th Avenue main parking lot, and a 2nd back entrance off of 9th Avenue. Both entrances are controlled by keyless (FOB) entry. Other access points include a secondary exit to the Recreation Administration office, mechanical room exit in Hughes Rink, mechanical room exit in O'Brien Rink, and 2 exit doors from UWEC locker room areas along 9th Avenue. These all have key access. There are also 3 overhead doors to the facility, one each in the Akervik, O'Brien, and Hughes Rinks. The facility has several emergency exits that are only able to be opened by a panic bar system from inside the facility.

Building Security & Keys

The facility is protected by an electronic fob access, traditional lock/key, and security electronic security alarm system which is monitored by TruLock & Security. The Facility & Program Supervisor assigns facility keys, electronic fobs, and security codes to staff that require them to perform their duties. If security has been broken in any of the areas identified an alarm will sound and facility management and local police will be notified. An alarm panel located on the wall just outside the Recreation Administration Office is activated by staff closing the facility each night by entering a code. The first staff member in the following morning will deactivate the alarm by entering a code. The following is an outline of the areas secured by our alarm system.

Recreation Administration Office – The front door (lobby entrance) and back door (parking lot entrance) are equipped with door contacts to trigger alarm. There is also a door contact to the interior Conference Room that will activate the alarm. A motion detector is located in the work room to monitor any entrance from a window to the outside.

Hobbs Facility Manager Office – The front door (lobby entrance) is equipped with a door contact to trigger alarm. A motion detector is also located in the office to monitor any entrance from a window to the outside.

Concession Stand – The front door (lobby entrance) is equipped with a door contact to trigger alarm. A motion detector is also located in the concession stand to monitor any entrance from a roll-up service window.

Fire Alarm & Suppression System

The entire facility is protected by a comprehensive fire alarm system monitored by TruLock & Security as well as a fire suppression system. In the event of a fire within the facility, the alarm system will activate and immediately dispatch fire department personnel. In addition, the control panel for the system will display the specific zone of the system which has been tripped along with the specific room that the alarm originated from. This enables facility staff to quickly react and begin evacuating the facility. The fire suppression system consists of 3 'wet' zones in the O'Brien Rink, main lobby and offices, and Hughes Rink. There is also a single 'dry' zone in the Akervik Rink. Both the fire alarm and fire suppression systems are annually tested and inspected. Facility staff receive annual training on responding to fire alarms at the facility.

Facility Access Points

Entrance	**Purpose**
Main Entrance (Parking Lot/10th Avenue)	Main entrance for patrons. Opened and closed at the beginning and end of each day. Also accessed via electronic fob.
Back Entrance (9th Avenue)	UWEC and visiting team players/staff. Ice Center staff also use this entrance. These doors may also be accessed by electronic fob.
Secondary Rec Admin Entrance (Parking Lot)	Entrance used by Recreation Administration staff.
Mechanical Room Entrances (O'Brien, Akervik, Hughes)	Designed for emergency exits from a mechanical room and not for entrances. Contractors working on equipment will access building through these doors.
Entrances to UWEC Locker Rooms (9th Avenue)	These are designed as emergency exits from the UWEC locker rooms and training rooms. They are not used as entrances to the building.
Overhead Doors (O'Brien, Akervik, Hughes)	These are designed for heavy equipment or large vehicles to enter the building. They are only used for this purpose internally controlled.
Emergency Exits (O'Brien, Akervik, Hughes)	Several emergency exits are located throughout the facility. These doors are not accessible from the outside and are controlled by panic bars on the interior.

Hobbs Ice Center Building Supervisor Opening Checklist

Fill out every morning and leave on facility manager's desk at the end of each opening shift.

Name:

Date:

_____ Turn off security alarm.

_____ Take a refrigeration reading in both rinks. (Must be done first thing after arriving. Make sure mid-day refrigeration readings are also performed in both rooms.)

_____ Take a lap through the building and check for any issues that need to be immediately addressed. Handle accordingly. (Missed cleaning from night before, damaged equipment or building items)

_____ Unlock front doors and turn on all 3 lobby TVs 1 hour prior to first icetime. Main TV & Locker Room Display are programmed to turn on automatically every morning. If they didn't, use the NEC remote from the Hobbs office to turn them on. **Ensure Locker Room display is up to date. If not, turn the computer behind the display off, then back on again.**

_____ Turn on perimeter lighting in all 3 rinks ASAP upon arrival. Ice lights must be turned on 30 minutes prior to first use in the corresponding rink. Use lighting levels according to usage.

_____ Turn on arena sound system & make sure lobby music is playing and all 3 rinks DO NOT have any music playing.

_____ Begin filling both resurfacers as needed and perform a full circle check on each machine prior to your first use of each machine each day. Perform a brief circle check for all other uses. Record circle checks in the circle check log in each rink.

_____ Make sure that each rink is set up according to the first user group's needs, refer to notes on building schedule for any special items. (No nets for figure skating, nets for hockey practices, nets and scoreboard for hockey games, etc.)

_____ Coordinate with Concession staff to get manager's change and start change out of safe (Done when concessions staff arrive for the day. Refer to When to Work schedule for concession staff arrival times.)

Hobbs Ice Center Building Supervisor Closing Checklist

Fill out every night and leave on facility manager's desk at closing.

Name:

Date:

_____ Measure air quality in all 3 rinks and lobby using Draeger meter and logbook in Hobbs office.

TUESDAY EVENINGS AND FRIDAY DAYTIME

_____ Make sure evening refrigeration readings are completed in both rooms (around 5pm).

_____ Coordinate with Concessions/Open Skate Admissions workers to reconcile daily shift report and put all start change bags, deposit bags, and deposit reports away in safe.

_____ Ensure all required nightly building cleaning is completed. Rink attendants must check in with building supervisors before leaving. Building supervisors must finish anything that is not done before closing.

_____ Turn off arena sound system. (Leave Akervik cabinet on at all times.)

_____ Turn off all lights including rink lights, lobby lights, office lights, locker room lights, bathroom lights and club viewing room lights.

_____ Lock all exterior doors including lobby entrance, rear O'Brien entrance, and rear Akervik entrance and ensure all other exterior doors are closed and latched.

_____ Make sure resurfacing log is filled out on daily building schedule and turned in on facility manager's desk. Collect and turn in any full circle check/resurfacing log sheets from the garages.

_____ Take final refrigeration readings in both refrigeration rooms. Must be last thing done before setting alarm and leaving the facility.

_____ Arm the security alarm and leave the building.

Traffic, Parking, and Pedestrian Control Plan

Background

Hobbs Municipal Ice Center is a multi-purpose facility hosting both ice related and dry floor activities and events. Over 500,000 individuals will pass through the facility in a calendar year. The facility consists of 3 ice skating rinks (w/concrete floors), main lobby with restrooms and concessions, 16 locker rooms, athletic training room, 6 coach offices, fitness room, club viewing room, conference room, and meeting/party room. The facility also houses the administration offices for the Recreation Division of the Eau Claire Parks and Recreation Department.

Traffic

Hobbs Ice Center is surrounded by Menomonie Street to the North, 9th Avenue to the East, and 10th Avenue to the West. The facility rests in a pocket that is off the main flow of traffic accessing Water Street and Clairemont Avenue. Accessing the facility is convenient and easy, however leaving the facility can be difficult.

Parking

Hobbs Municipal Ice Center has two parking lots, the main lot being located of 10th Avenue, and the secondary back parking lot located off 9th Avenue. The main parking lot has 181 parking stalls and 6 handicapped stalls. The secondary back parking lot has 29 parking stalls and 2 handicapped stalls. Additionally there are 30 parking stalls along the North end of the building off of Menomonie Street. Street parking is also utilized, as well as the boat landing parking lot. If large events are at the facility and additional parking is needed, an agreement with the local church on 9th Avenue will allow use of their parking lot. The parking lots and the street parking are often over capacity during the busy skating season (November – March).

Pedestrian

Hobbs Municipal Ice Center is bordered by the Chippewa River to the South and is conveniently located along the city bike and pedestrian trail system. Sidewalks along the surrounding neighborhood streets also provide access to the facility.

Emergency/Accident Prevention and Risk Management
Hobbs Municipal Ice Center has an established Risk Management Program to minimize potential of injury to people and damage to the facility. This program addresses activities that could result in injury or damage to guests/patrons, property, and staff in which the City of Eau Claire could be held liable or subject to litigation. It is imperative that all facility activities be conducted in accordance with the Risk Management Program to ensure that the potential for injury or damage to property is as low as reasonably achievable. Since injury to guests and staff could result in a financial impact, our primary responsibility is to prevent injuries and accidents through effective patron and facility surveillance, and enforce all facility rules and regulations that help prevent or minimize the risk for injury.

The City of Eau Claire does not provide accident or hospital insurance for people participating in Department sponsored activities. **Staff is never to tell a participant that the bill for their injury will be paid by the Parks & Recreation Department, Hobbs Municipal Ice Center, or the City of Eau Claire.** The City of Eau Claire does carry liability insurance. If a participant feels that the City of Eau Claire is liable for an injury because of our negligence, they must file a claim within 30 days. Please have the participant contact the Risk Management Department as soon as possible if they wish to file a claim.

Documentation
Documentation of all accidents and injuries is essential and absolutely required. The record completed by staff can help more advanced medical personnel better assess the condition of an injured person. If legal action occurs, a record will also provide legal documentation to support what you saw, heard, and did in an emergency. It is important to complete the accident/incident report as soon as possible after an emergency.

First Aid Kits & Emergency Equipment
First aid kits will be placed throughout the facility and will contain the following items:

- Ice Packs
- Band-aides
- Anti-bacterial wipes
- Butterfly closures
- Athletic tape
- Red biohazard bags
- Paper towels
- Vinyl gloves
- Bleach
- Pocket mask/rescue breathing barriers

First aid kits will be checked daily by building supervisors, rink attendants, and concession cashiers. Identified staff is required to report to supervisors when first aid kit items have been used or when supplies are running low.

Additional first aid supplies and equipment (including fire extinguisher, flashlights, blankets, etc..) are located in the 3 identified safety zones (Parks & Recreation Admin Office, Hobbs Ice Center Office, and Part-Time Employee area Room 105). There are 2 AED's in the facility; they are located in the main lobby area and the second level club viewing room.

Inspections

Risk Management activities include inspections and maintenance to identify risks and reduce the potential for an emergency. Hobbs Ice Center Management Staff, Building Supervisors, Rink Attendants, Recreation Professional Staff, and Cashiers will perform safety inspections. Inspections are to be performed before opening the facility, once during the day during open hours, and upon closing the facility. All staff are responsible for reporting any potential hazard to the Ice Center Manager. Once safety inspections are completed, the Safety Check-List (on the following page) should be given to the Ice Center Manager for signature and review.

Emergency Definition

An emergency is an unexpected occurrence, either natural or human-made, that requires immediate action to save lives, minimize injury, or protect property.

Situations and Assumptions

Hobbs Municipal Ice Center Management and Staff will commit all available resources to protect and minimize injury to persons, and minimize damage to property. Hobbs Municipal Ice Center may not possess all resources to deal with some emergencies. In these instances, it will rely on the City of Eau Claire, UWEC Athletic Trainers, CV Orthopedic & Sports Medicine Athletic Trainers to provide services such as police, fire, and emergency medical services.

Since response time from the City of Eau Claire Fire, Rescue, and Law Enforcement may be delayed in some emergency situations, it is important to establish action plans to respond to a multitude of emergencies. As such, periodic training of staff is required and the plan needs to be communicated throughout the facility and practiced periodically. In addition, the plan should be shared with local officials to ensure mutual understanding and expected actions to be implemented during various emergencies.

To ensure that Hobbs Municipal Ice Center minimizes the potential for injury to persons and maintains safe egress from the facility, every effort is made to ensure the facility meets all State and Local Code requirements and are regularly inspected for unsafe conditions and to make repairs as necessary.

Assignment Responsibilities

Facility & Program Supervisor	The Ice Center Manager is responsible for ensuring that the facility is in a safe, functioning condition. The ice center manager will coordinate all maintenance, repair, and improvements to the facility. This position requires working closely with resources to ensure timely completion of work. Ice Center Manager will be familiar with facility Emergency Action Plan and how to implement procedures.
Assistant Facilities Supervisor	The Assistant Manager coordinates training activities and assists in ensuring the facility is in a safe and functioning condition. Assistant Manager will be familiar with facility Emergency Action Plan and how to implement procedures.
Building Supervisors	Building Supervisors make periodic checks of First Aid Boxes and maintain supplies. They also report any safety issues or concerns that may arise within the facility too management staff. Building Supervisors will be familiar with the facility Emergency Action Plan.
Rink Attendants	Rink Attendants will make sure their work area is safe, maintain First Aid Boxes when necessary, report any accidents/incidents to management, and be familiar with facility Emergency Action Plan.
Concession Cashiers	Concession Cashiers will make sure their work area and equipment is safe, maintain First Aid Boxes when necessary, report any accidents/incidents to management, and be familiar with facility Emergency Action Plan

Emergency Preparation

Preparedness activities focus on training and having information available for potential emergencies. Training is an essential aspect of an effective emergency action plan. An Emergency Response Program will be implemented initially at the beginning of the season and facility staff will review aspects of emergency procedures periodically. Additionally, information and training will be provided to all staff when procedures are updated or revised.

Evacuation Drills/Severe Weather Drills

Evacuation drills are a key component of preparedness. Not only do evacuation drills familiarize staff with what to do in an emergency, they allow for untrained individuals and guests to understand emergency procedures. There are few situations at the facility where individuals are present on a regular basis. Although the facility may be frequented by regular patrons, *it is not suitable to conduct evacuation and severe weather drills during operational hours.* However, training for all staff will include a mock evacuation of the facility during pre-season orientation and once during in-service training.

Action Steps When Sirens Sound

1. **GET MORE INFORMATION**
   - Weather website
   - Weather radio
   - Visually look outside

2. **Make the appropriate announcement over the PA System in Hobbs manager office**
   - Turn PA system on - located in room # 105 (Hobbs part-time staff office next to maintenance room)
   - Small silver control panel located on side of large black audio cabinet
   - Turn knob to each area the announcement should be broadcast
   - Push knob in for each are to select
   - Microphone is located on Managers desk by the phone
   - Push and hold blue button to announce
   - Piped in music will discontinue when blue button is held
   - Announcements are posted above the microphone

Severe Thunderstorm Warning Announcement

Attention Hobbs guests. There is a severe thunderstorm approaching Eau Claire. The sirens have sounded. Please remain inside and stay away from doors and windows. Be aware of changing weather conditions and safe shelter areas within the building. Diagrams of safe shelter areas are located near each entrance and in the main lobby near the first aid station.

Tornado Warning Announcement (life threatening conditions)
Attention Hobbs guests. There has been a tornado warning issued for the City of Eau Claire. The sirens have sounded. All activity will be delayed until the storm passes. At this time we would like all guests to move to a safe shelter area. Please proceed to the locker rooms in the Hughes Rink or the University locker rooms in the O'Brien Rink.

3. **Turn lobby television on to the weather channel**
    - Remote is located in Hobbs Managers office on front counter

4. **Sweep three areas of facility when there is a life threatening situation**
    - Reference Safety Zone Map
    - After sweeping, meet in Hughes locker room E

5. **Update program and facility information telephone lines (if necessary)**

6. **Send facebook posts (if necessary)**

Emergency Response Plans

The following general procedures apply to all emergencies:

- **Remain calm.**
- Quickly evaluate the situation.

Media and Other Communications
Staff is not to discuss information about the emergency situation to media. All questions from the media will be directed to the City of Eau Claire designated spokesperson. Rink Attendants, Building Attendants, or Cashier personnel are not to discuss emergency situations or condition of the victim with anyone not directly involved in providing emergency care.

Facility Emergencies

Fire/Explosion
The risk of fire/explosion is possible, staff must be prepared to evacuate the facility in a safe and orderly fashion.

Upon recognition of fire, smoke, or explosion, facility guests and staff should be moved away from immediate danger.

1) Notify Facility manager or Building Attendant immediately.
2) Facility personnel will attempt to control or extinguish any fire by retrieving the nearest fire extinguisher and applying its contents to the fire only if:
    a. The employee is not responsible for the care of small children;

b. Responsible for evacuating guests and staff;
c. Able to keep a clear path between them self and an exit;
d. The individual has someone with them;
e. Smoke in an enclosed area is not dangerous to the individual;
f. The individual can safely remain in the area; and
g. The extinguisher will prevent the fire from becoming larger and creating a greater hazard or damage.

3) If using the extinguisher is not successful and it is safe to do so, confine the fire to its present location by closing doors to the area as you leave. Ensure that no one else is still in the area.

Chemical/Air Quality Event

1) Notify Facility Manager or Building Supervisor.
2) Follow the general procedures for an emergency, including calling 9-1-1 if directed.
3) Keep people calm and try to determine whether the threat is serious and health hazardous.
4) If threat is from inside the facility, follow evacuation procedures if ordered.

Facility Evacuation Procedures

In the event an evacuation is ordered:

1) Facility Manager or Building Attendant will make an announcement.
2) Upon hearing the announcement, Rink Attendants and Cashiers will direct patrons to the nearest emergency exit.
3) Staff assigned will begin the building sweep procedures to ensure all patrons have exited the building.
4) After everyone has evacuated, Facility Manager or Building Attendant will meet emergency personnel to explain situation while on final sweep is made of the facility.

Patrons should be instructed to not leave in their cars since it will hinder emergency response vehicles, however; we can <u>never</u> force someone to stay.

Violence& Critical Incident Response

If a staff member is presented with a potentially violent situation, he or she should clear the area of patrons and call 9-1-1 for law enforcement. Staff should not confront a violent or hostile individual.

If a staff person notices an individual with a weapon, she or he will shout "Lock the Basement Door!" This command must be shouted loudly enough for staff in the vicinity to hear. Upon the command, staff will close and lock the Recreation Office, and Concession Stand doors. Facility Manager or Building Attendant will enter Hobbs Office and lock door. If possible the command, "Lock the Basement Door!" will be shouted over the PA system. All staff in the facility should shout to patrons, "follow me -this way- run!" and run toward the nearest emergency exit. **NOTE: If there is an active shooter in the facility, staff should run away from the shooter ad**

encourage patrons to follow. If staff or patrons are trapped in the building, if you are in a room, secure door by locking and wait for help.

If you are taken hostage, be patient, cooperative, calm, and quiet.

- Speak only when spoken to
- Wait for law enforcement instructions
- Never EVER try to disarm an individual

If you are unable to leave the facility (trapped/no way to escape) and you are faced with an active shooter, lay face down and "play dead" until you are sure you can safely egress or until law enforcement personnel direct you to leave.

Bomb Threat

If a staff person receives a bomb threat, she or he should:

1) Notify a Facility Manager or Building Attendant immediately.
2) Remain calm, courteous and listen. Avoid interrupting the caller. Ask the following questions:
    a. Where is the bomb?
    b. When will it go off/what will set it off?
    c. Did you place the bomb? If yes, Why?
3) If people are in the facility, inform the caller that detonation could cause serious injury or death to small children.
4) Pretend to have difficulty hearing—keep the caller talking if possible.
5) Initiate facility evacuation procedures if indicated.

If the facility is to be evacuated, it is important that patrons not gather their belongings as a bomb could have been placed on, in, or near their personal belongings. The following announcement will be made:

Attention Facility Patrons and Staff: At approximately (time), a bomb threat was placed. We have been instructed to evacuate the facility. We are unaware of specific details and therefore ask that you leave all personal belongings where they are and follow staff to the nearest emergency exit. We ask that you not try to leave in your cars since emergency service vehicles will be trying to enter the park and traffic at the parking lot entrances and exits will hinder response times.

Robbery

If an individual approaches a cashier at either the front desk or concession stand and demands money from the register, the cashier should comply with the robber's instructions and, when safe, call 9-1-1 and report the incident. As with other violent situations, do not attempt to disarm or confront a hostile individual.

Missing Person/Code Adam

If a parent or caregiver approaches a staff member and reports a child missing, follow these steps and ask the following questions:

a. Would you like us to page the person or are you requesting assistance to locate a lost child?
b. What is child's name?
c. How long ago did you see the child?
d. Where was the place you last saw the child?
e. Did you check the area where the child was last seen?
f. Get a detailed description of the child:
    i. Name
    ii. Age
    iii. Hair color
    iv. Eye color
    v. Approximate weight & height
    vi. What the child was wearing (ask specifically about shoe color and style)

2. Notify the Facility Manager or Building Attendant to initiate "Code Adam" (provide description of child)
3. Advise parent/guardian we are a "Code Adam" facility—which means, "we have a procedure in place to help assist with situations such as this."
4. Escort parent/guardian to the Facility Manager office.
5. Facility Manager or Building Attendant will make a "Code Adam Watch" announcement over PA (script below)

    Attention facility patrons and staff. Hobbs Ice Center staff please initiate Code Adam Watch procedures. We have a lost child named _____, age _____, with _ _____ hair and ____ eyes, weighs approximately _____ pounds and _____ feet tall, last seen wearing _____.

    a. Upon hearing the announcement, facility staff will check the following areas first:
        i. Locker Rooms in all three rinks (O'Brien, Akervik, Hughes).
        ii. Concession stand - Concession stand staff
        iii. Bleacher areas in all three rinks (O'Brien, Akervik, Hughes).
        iv. Restrooms in main lobby and O'Brien Rink.
        v. Mezzanine area, Club Viewing Room and Fitness Room
        vi. Elevators (Main lobby and Club Viewing Room)
        vii. Parking Lot, perimeter areas, and all other areas within facility.

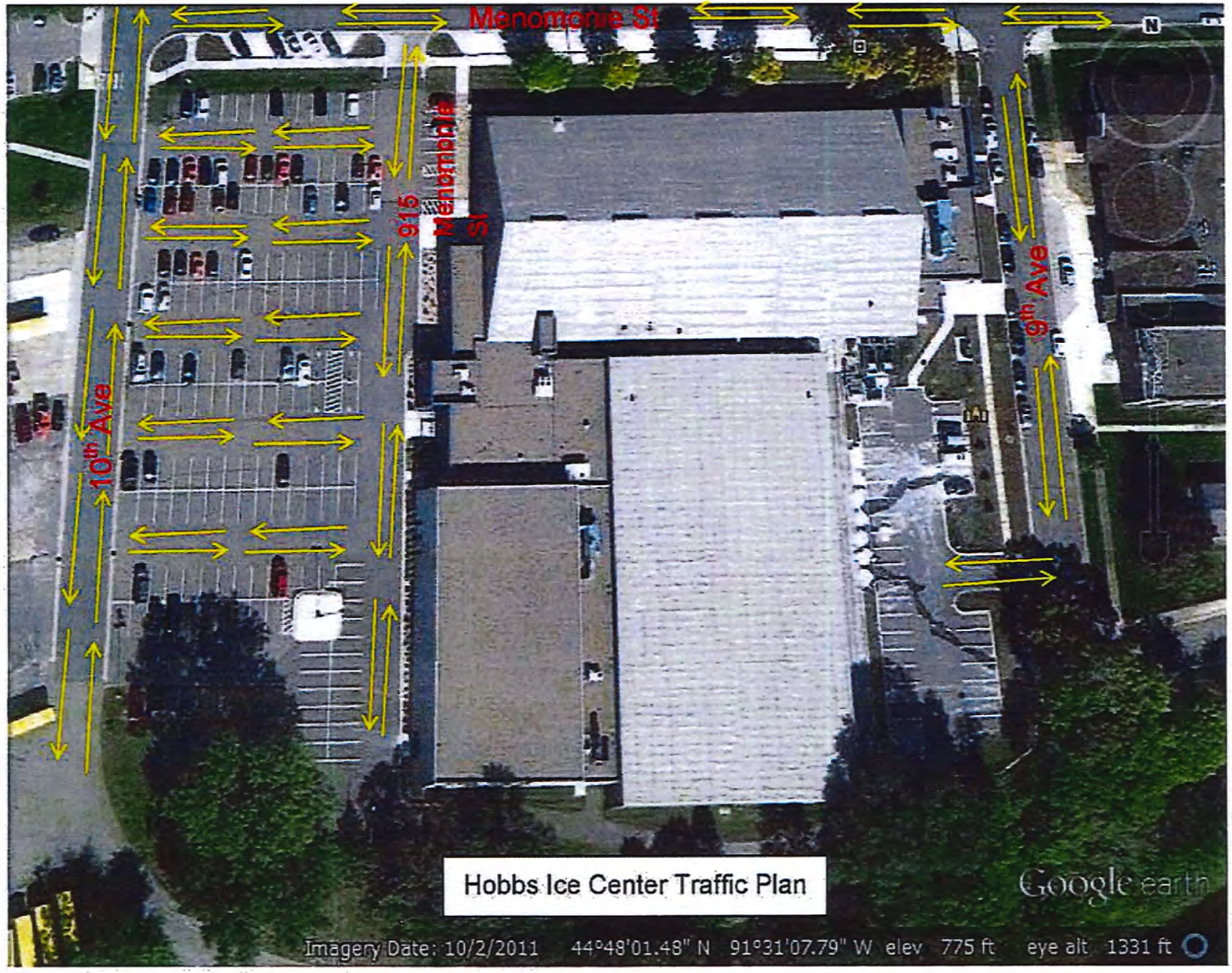
    After searching these areas, staff will report back to the Facility Manager or Building Attendant. If the child has not been found within five minutes, a Code Adam Warning will be announced over the PA (Script below)

    Attention facility patrons and staff. Hobbs Ice Center Staff please initiate Code Adam Warning procedures. We have a lost child named _____, age _____, with _ _____ hair and ____ eyes, weighs approximately _____ pounds and _____ feet tall, last seen wearing _____. All patrons please assist staff in the location of this child if you have any information. If you know the whereabouts of this child, please

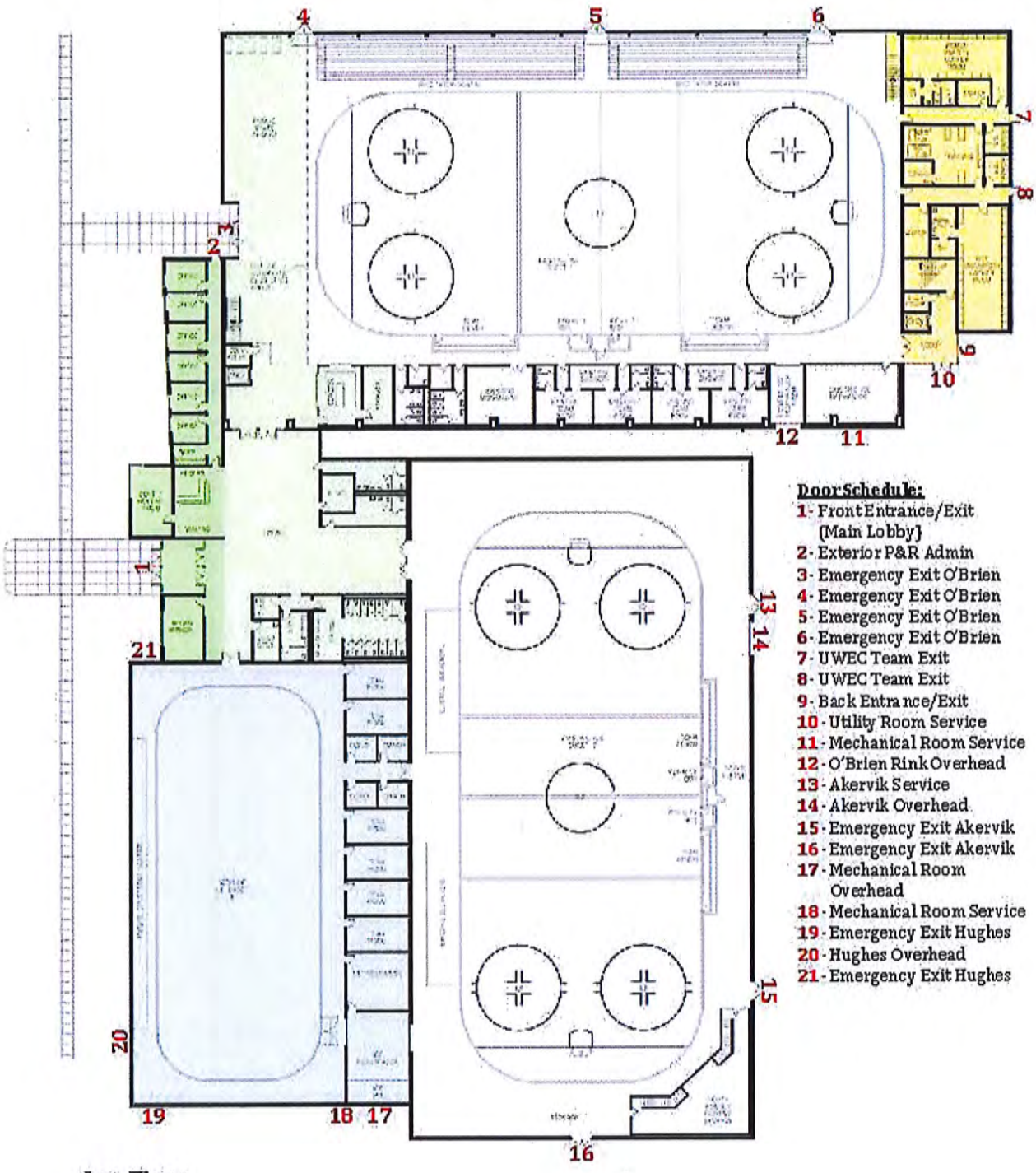
inform a staff member immediately. To ensure the safety of the missing child, all patrons are encouraged to remain in the facility until notified. Thank you for your assistance and cooperation.

In a Code Adam Warning, patrons will be instructed to assist in the location of the child and provide any information leading to the location of the child.

6. If, after five minutes from the warning announcement, the child is not found, a Facility Manager or Building Attendant will call 9-1-1.
7. If the child is found and appears to have been lost and unharmed, the child is reunited with parent/guardian at Facility Manager's office.
8. If the child is found accompanied by someone other than the parent/guardian, use reasonable efforts to delay their departure without putting the child, staff, or visitors at risk.
9. **During a warning, we will ask patrons to remain in the facility, however; we cannot <u>force</u> anyone to stay.**
10. The Code Adam page is canceled after the child is found and the following announcement will be made:
    Attention facility patrons and staff. Hobbs Ice Center staff, Code Adam (warning/watch) has been cancelled.


Menomonie St
915
Menomonie St
9th Ave
10th Ave
Hobbs Ice Center Traffic Plan
Google earth
Imagery Date: 10/2/2011 44°48'01.48" N 91°31'07.79" W elev 775 ft eye alt 1331 ft

Main Parking Lot
Electrical Cabinet
Security Lighting
Security Lighting
Front Entrance
P&R Admin
Main Lobby
Hughes Rink
O'Brien Rink
Akervik Rink
Secondary Parking
UWEC Team Rm
Back Entrance
Security Lighting
Imagery Date: 10/2/2011 44°48'01.48" N 91°31'07.79" W elev 775 ft eye alt 1331 ft
© 2012 Google
Google earth



Door Schedule:

1 - Front Entrance/Exit (Main Lobby)
2 - Exterior P&R Admin
3 - Emergency Exit O'Brien
4 - Emergency Exit O'Brien
5 - Emergency Exit O'Brien
6 - Emergency Exit O'Brien
7 - UWEC Team Exit
8 - UWEC Team Exit
9 - Back Entrance/Exit
10 - Utility Room Service
11 - Mechanical Room Service
12 - O'Brien Rink Overhead
13 - Akervik Service
14 - Akervik Overhead
15 - Emergency Exit Akervik
16 - Emergency Exit Akervik
17 - Mechanical Room Overhead
18 - Mechanical Room Service
19 - Emergency Exit Hughes
20 - Hughes Overhead
21 - Emergency Exit Hughes

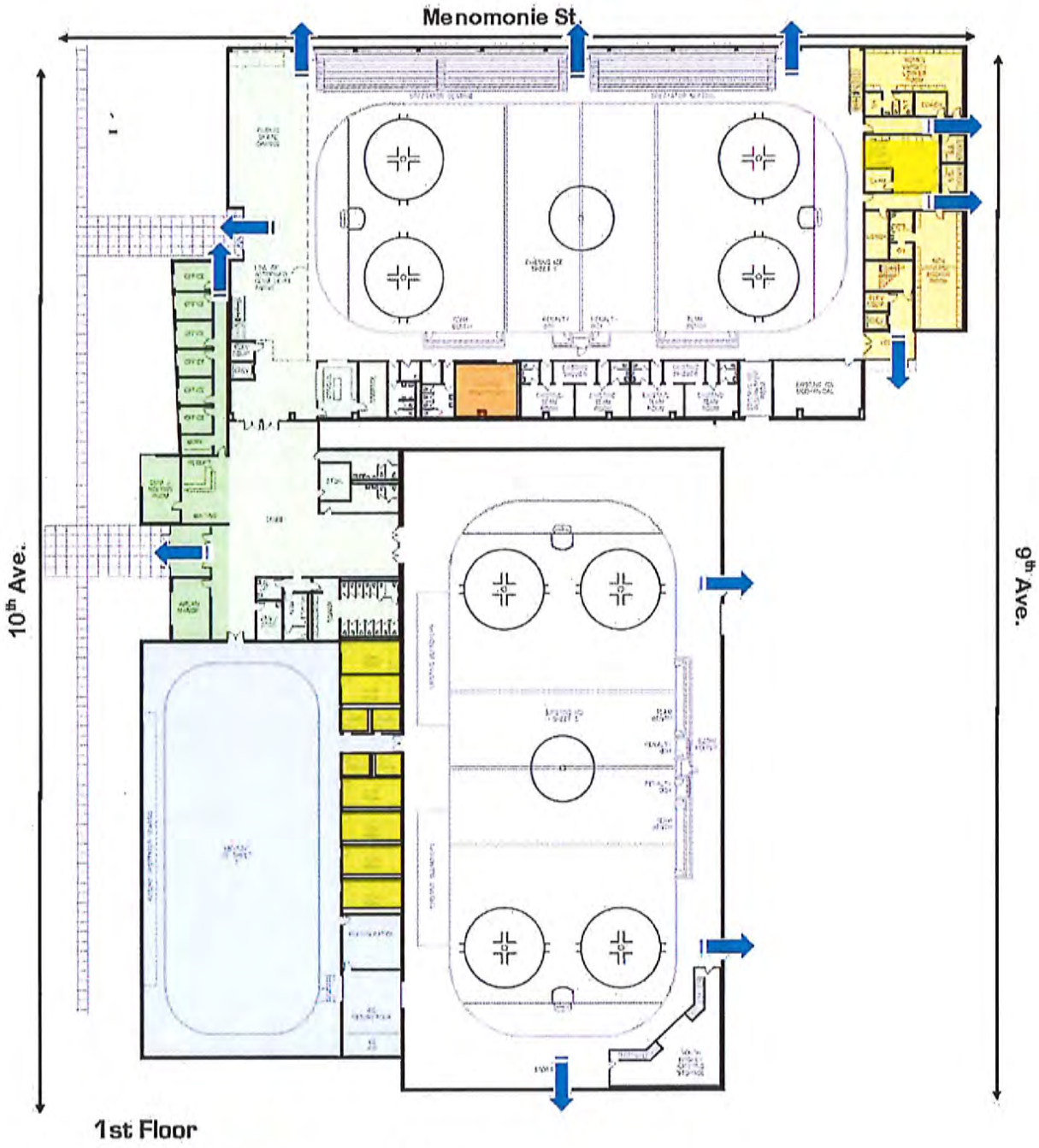
1st Floor

Hobbs Ice Arena

Floor Plans

Eau Claire, WI

09.24.09



1st Floor

Yellow = Storm Shelter Area
Green = Unsafe Area
Orange = Unsafe MTC room (load bearing walls)
= Exits

Hobbs Ice Arena

Floor Plans

Eau Claire, WI

Sweeping Areas

The senior most person in the building is responsible for deciding to enact the building sweeping plan. Upon doing so, that person assumes responsibility for ensuring the severe weather evacuation plan is followed. If there are less than 3 staff in the building, the senior most staff person is responsible for sweeping the entire building. In the event of imminent threat to life due to sever weather, please proceed immediately to the designated safe storm shelter areas.

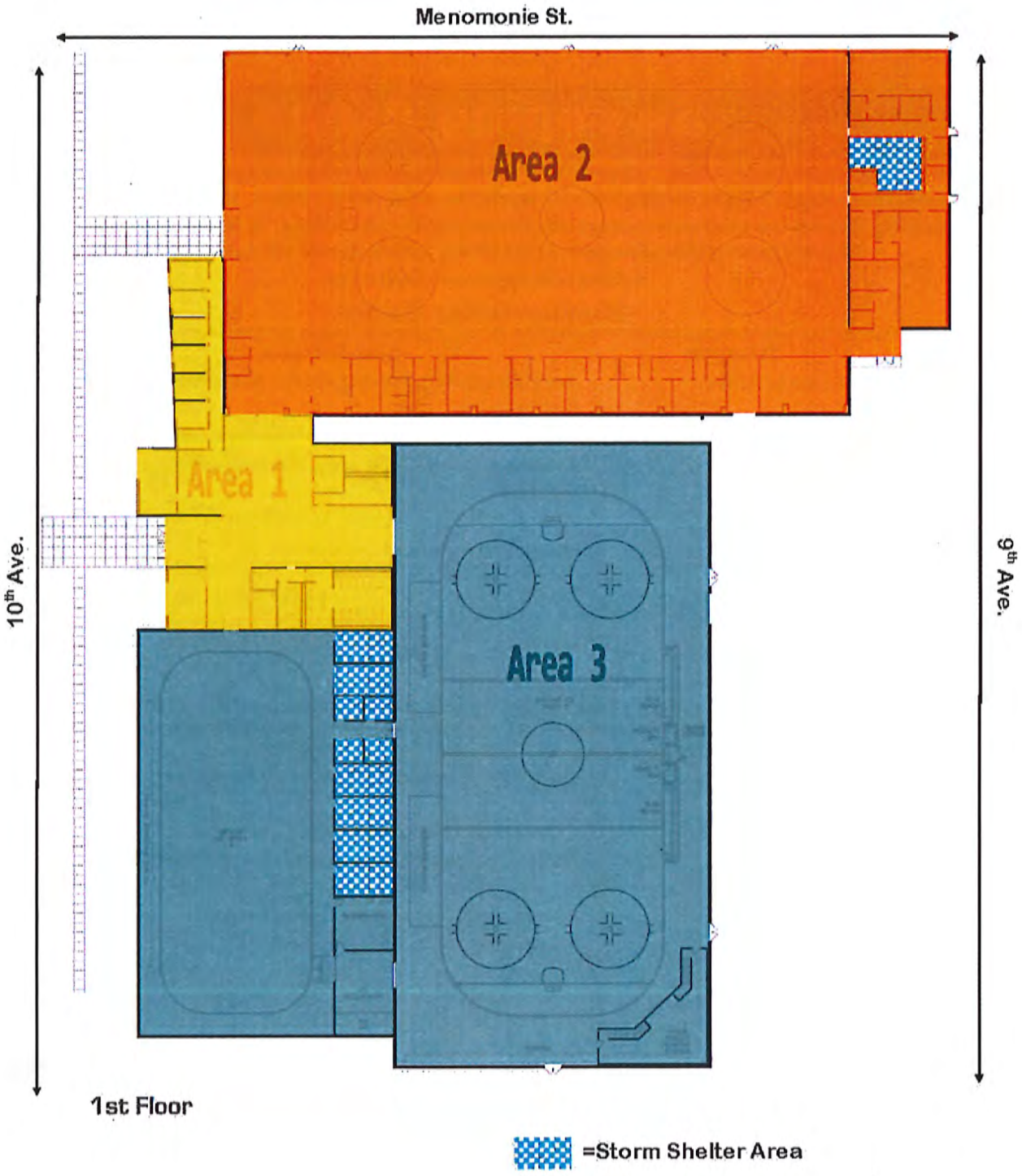
Building sweeping areas are listed below.

Monday-Friday (8a-5p)

Area:	Sweepers	Area includes:
Area 1	1st Person to Arrive	Rec Office, Lobby, meeting rooms, concessions
Area 2	2nd Person to Arrive	O'Brien Rink/Mezzanine, Club Viewing Room, Bathrooms, Locker Rooms and Mechanical Rooms
Area 3	3rd Person to Arrive	Akervik Rink, Hughes Rink, locker rooms, storage rooms, & mechanical rooms

Monday-Friday (5pm-close)/Saturday-Sunday (All Day)

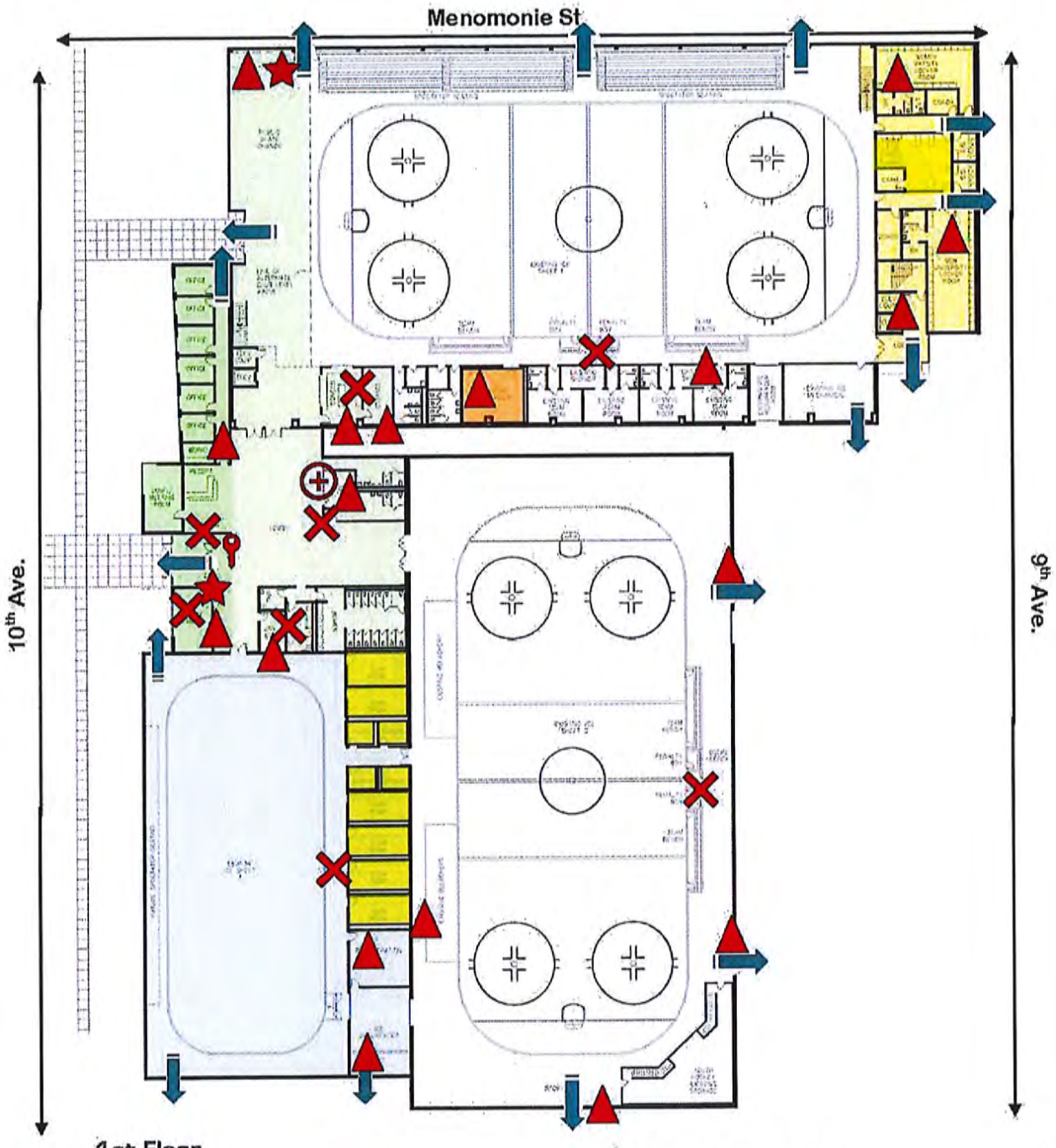
Area:	Sweepers	Area includes:
Area 1	1st Person to Arrive	Rec Office, Lobby, meeting rooms, concessions
Area 2	2nd Person to Arrive	O'Brien Rink/Mezzanine, Club Viewing Room, Bathrooms, Locker Rooms and Mechanical Rooms
Area 3	3rd Person to Arrive	Akervik Rink, Hughes Rink, locker rooms, storage rooms, & mechanical rooms



Hobbs Ice Arena

Floor Plans

Eau Claire, WI



1st Floor

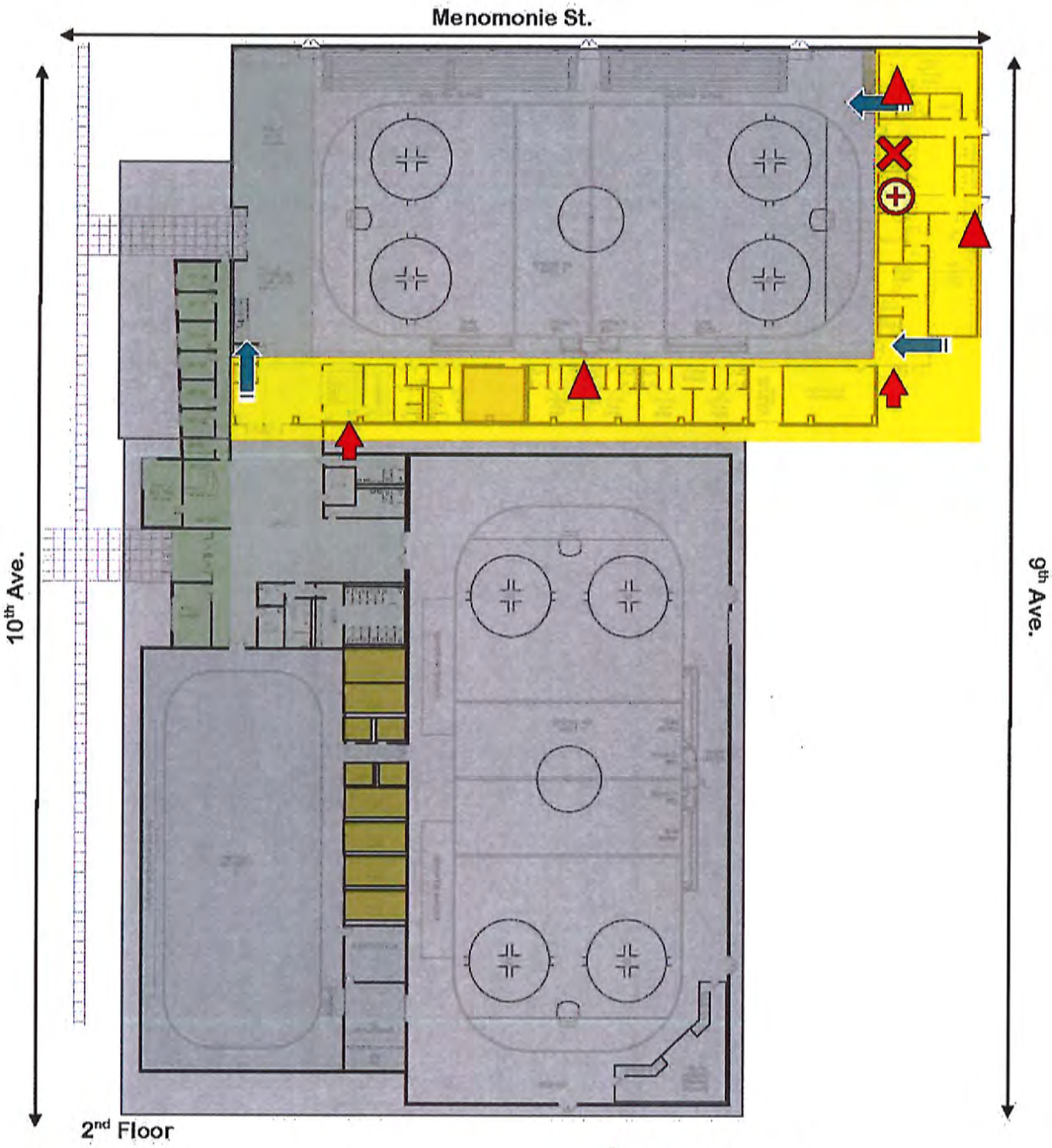
Yellow = Storm Shelter Area
Green = Unsafe Area
Orange = Unsafe MTC room (load bearing walls)
= Exits

= Fire Extinguisher
= AED Box
= First Aid Kit
= Fire Alarm Control Panel
= Security Alarm Control Panel

Hobbs Ice Arena

Eau Claire, WI

Floor Plans



Gray =1st Floor Areas
Yellow = 2nd Floor Areas
= Stairwells to 1st Floor
= Elevators

= Fire Extinguisher
= AED Box
= First Aid Kit
= Fire Alarm Control Panel
= Security Alarm Control Panel

Hobbs Ice Arena

Eau Claire, WI

Floor Plans

APPENDIX L

Security Plan for Fairfax Pool

FAIRFAX MUNICIPAL PARK POOL

General Security and Emergency Management Plan

915 Menomonie Street Eau Claire, WI 54703
Phone: (715) 839-5032
Email: pr@eauclairewi.gov
www.eauclairewi.gov/pool

Eau Claire
PARKS, RECREATION, & FORESTRY

(8.5 & 8.6) Reviewed 10/17

Introduction

The protection and safety of guests and staff in the event of an emergency is a priority at Fairfax Municipal Park Pool. Recognizing the importance of patron, guest, and staff safety, the following emergency response plan has been created and will be implemented should it become necessary.

The Fairfax Municipal Park Pool Emergency Management Plan (EMP) is designed to provide the framework for responding to major incidents, including aquatic and medical emergencies, as well as facility emergencies. The goals of this plan are to outline a strategy to prepare for, prevent, respond to, and recover from an emergency that affects the Fairfax Municipal Park Pool. As part of this strategy, this plan will:

- Establish official policy for response to emergencies.
- Identify and assign responsibilities and response activities.
- Identify the scope of potential hazards, which for the basis of planning.
- Identify employees who will be trained on the emergency action plan.
- Outline pre-planned response and evacuation actions.
- Outline the process of disseminating emergency information and instructions to employees and facility guests/patrons.
- Describe the resources available to support emergency response activities.
- Establish responsibilities for maintenance and review of the overall Emergency Action Plan.
- Provide the basis for initial training and subsequent retraining of staff.
- Establish weekly/monthly drills of Fairfax Municipal Park Pool Emergency Action Plan.

Personnel who are assigned responsibilities in this EMP should have a working knowledge of functions and actions described in this document. During an emergency, this EMP will provide guidance for each function to be performed. With proper implementation, the EMP will ensure that all appropriate safety measures are taken.

The EMP will be readily available for all staff at the facility. Lifeguard personnel will each possess a copy of this EMP that should be brought to the facility each day they are scheduled to work.

Review

This plan is intended to be a dynamic document and to be reviewed annually. Changes to improve the procedures and checklists will be incorporated into the plan as they are identified.

Fairfax Pool Security Plan

Background

Fairfax Swimming pool is a seasonal facility open to the public 90 days out of the year(June-August) servicing an average of 60,000 people per season. Facility security is a priority during the swimming season as well as during the off-season. The facility includes 4 buildings, the main bath house, concession stand, maintenance shed, and mechanical building. The facility has 6 access points, the bath house entrance (gate 1), north locker room gate (gate 2), concessions gate (gate 3), maintenance shed gate (gate 4), southwest gate (gate 5), and south locker room gate (gate 6).

Building Security

-Bath House. This facility is protected by an alarm system, traditional lock/key, and electronic keyless entry. The alarm is to be set during all hours in which there are no employees at the facility. The alarm panel is located in the manager's office. The bath house main entry (gate 1) shall be locked during all non- swimming hours. The Facility & Program Supervisor assigns facility keys, electronic fobs, and security codes to staff that require them to perform their duties.

-Concession Stand. This building is protected by an alarm system and dead bolt locks on two exterior doors. Alarm system needs to be activated during all hours there are no employees in the building. Alarm panel is also located in Mangers office in the bath house. The back concession door should always be locked unless maintenance is needed on water heater. Concession front door is locked when no employees are present. This building also has 4 roll down service windows that are only open during concession business hours. The Facility & Program Supervisor assigns facility keys and security codes to staff that require them to perform their duties.

-Maintenance Shed. This building has two entrances, one traditional door and an overhead door. Both are to be locked at all times when a maintenance employee is not present. There is no alarm protection at this building. The Facility & Program Supervisor assigns facility keys to staff that require them to perform their duties.

-Mechanical Building. This building has one entrance and it is to be locked at all times an employee is not in the building. There is no alarm protection at this building. The Facility & Program Supervisor assigns facility keys to staff that require them to perform their duties.

Facility Access Points

Gate	Purpose
Bath House Entrance (Gate/Door 1)	This is the main entrance to the entire facility. This is the only gate that the public may access the facility. This gate is locked during all non-business hours.
North Locker Room Gate (Gate 2)	This gate is for maintenance access and emergency access if necessary. This gate will always be locked.
Concessions Gate (Gate 3)	This gate is used for deliveries, maintenance access, garbage pick-up and emergency vehicle access. This gate is locked when not in use.
Maintenance Shed Gate (Gate 4)	This gate is used for deliveries and maintenance access. This gate is locked when an employee is not present in the maintenance shed.
Southwest Gate (Gate 5)	This gate is used for chemical deliveries, maintenance access and emergency vehicle access. This gate is locked when not in use.
South Locker Room Gate (Gate 6)	This gate is for maintenance access and emergency access if necessary. This gate will always be locked.

Emergency Definition
An emergency is an unexpected occurrence, either natural or human-made, that requires immediate action to save lives, minimize injury, or protect property.

Situations and Assumptions
Fairfax Municipal Park Pool Management and Staff will commit all available resources to save lives, minimize injury to persons, and minimize damage to property. Fairfax Municipal Park Pool may not possess all resources to deal with some emergencies. In these instances, it will rely on the City of Eau Claire to provide services such as police, fire, and emergency medical services.

Since response time from the City of Eau Claire Fire, Rescue, and Law Enforcement may be delayed in some emergency situations, it is important to establish action plans to respond to a multitude of emergencies. As such, periodic training of staff is required and the plan needs to be communicated throughout the facility and practiced periodically. In addition, the plan should be shared with local officials to ensure mutual understanding and expected actions to be implemented during various emergencies.

To ensure that Fairfax Municipal Park Pool minimizes the potential for injury to persons and maintains safe egress from the facility, every effort is made to ensure the facility meets all State and Local Code requirements and are regularly inspected for unsafe conditions and to make repairs as necessary.

Assignment Responsibilities

Pool Manager	The pool manager is responsible for ensuring that the facility is in a safe, functioning condition. The pool manager will assist in the coordination of all maintenance, repair, and improvements to the facility. This position requires working closely with resources to ensure timely completion of work. Pool managers will be thoroughly familiar with this plan.
Head Lifeguards	Head Lifeguards will coordinate training activities and, with the assistance of pool managers, plan periodic drills to ensure staff and guests are prepared to respond to emergency situations. All head lifeguards will be thoroughly familiar with this plan.
Lifeguards	Each facility lifeguard is responsible for maintaining her or his rescue skills and maintaining an appropriate level of physical fitness so that she/he is prepared to respond efficiently and effectively in emergency situations. All facility lifeguards will be thoroughly familiar with this plan.

Cashiers	All cashiers will be assisting facility lifeguards with crowd control and be thoroughly familiar with facility evacuation plans and plans related to facility emergencies. Cashiers, in addition to lifeguards, head lifeguards, and pool managers must also clearly understand and enforce facility rules and regulations to ensure guest safety.

Emergency/Accident Prevention and Risk Management

Fairfax Park Municipal Pool has an established Risk Management Program to minimize potential of injury to people and damage to the facility. This program addresses activities that could result in injury or damage to guests/patrons, property, and staff in which the City of Eau Claire could be held liable or subject to litigation. It is imperative that all facility activities be conducted in accordance with the Risk Management Program to ensure that the potential for injury or damage to property is as low as reasonably achievable. Since injury to guests and staff could result in a financial impact, our primary responsibility is to prevent injuries and accidents through effective patron and facility surveillance, and enforce all facility rules and regulations that help prevent or minimize the risk for injury and/or drowning.

The City of Eau Claire does not provide accident or hospital insurance for people participating in Department sponsored activities. **Staff is never to tell a participant that the bill for their injury will be paid by the Parks & Recreation Department, Fairfax Municipal Park Pool, or the City of Eau Claire.** The City of Eau Claire does carry liability insurance. If a participant feels that the City of Eau Claire is liable for an injury because of our negligence, they must file a claim within 30 days. Please have the participant contact the Risk Management Department Office as soon as possible if they wish to file a claim.

Documentation

Documentation of all accidents and injuries is essential and absolutely required. The record completed by staff can help more advanced medical personnel better assess the condition of an injured person. If legal action occurs, a record will also provide legal documentation to support what you saw, heard, and did in an emergency. It is important to complete the accident/incident report as soon as possible after an emergency.

First Aid Kits & Emergency Equipment

In compliance with HFS 172, each lifeguard, while on the pool deck, will have a hip pack containing a resuscitation mask, gloves, and a rescue tube or rescue can. In addition, three backboards will be placed on the pool deck in designated areas. First aid kits will be placed with each backboard and must contain the following items:

- Ice Packs
- Band-aides
- Anti-bacterial wipes
- Butterfly closures
- Athletic tape

- Red biohazard bags
- Paper towels
- Vinyl gloves
- Triangle bandage
- Backboard Straps
- Pocket Mask

First aid kits will be checked daily by pool managers, head lifeguards, or facility lifeguards. **Each lifeguard is responsible for ensuring that their hip pack has one rescue breathing barrier and two pairs of vinyl gloves before beginning their rotation.**

Additional first aid supplies and equipment (including blankets and an AED) are located in the First Aid Office across from the pool manager's office. Anytime an item from one of the first aid kits is used, or if a lifeguard notices that first aid supplies are low, they should inform a head lifeguard or pool manager so the item(s) may be replaced.

Inspections

Risk Management activities include inspections and maintenance to identify risks and reduce the potential for an emergency. Fairfax Municipal Park Pool Head Lifeguards, Pool Managers, Lifeguards, Park Maintenance Personnel, and Cashiers will perform safety inspections. Inspections are to be performed before opening the facility, once during the day during open hours, and upon closing the facility. All staff are responsible for reporting any potential hazard to the pool manager. Once safety inspections are completed, the Safety Check-List (on the following page) should be given to a pool manager for signature and review.

FAIRFAX PARK MUNICIPAL POOL
SAFETY CHECKLIST

Area to be Inspected—Opening Checklist	**Safe**	**Unsafe**	**Action Taken**
Facility bathhouse in good repair; all floors clean and slip-resistant.			
Facility bathrooms in good repair; clean and slip-resistant			
Facility showers in good repair; clean, working showers			
First Aid office stocked and clean			
AED in place and ready for emergency use			
Lifeguard hip packs stocked and ready for use			
Backboards clean, operational, placed, and ready for use			
Waterslide clear of debris, clean, steps slip-resistant and ready for use			
Diving boards free of debris, clean, steps slip-resistant and ready for use			
Lifeguard chairs free of debris, slip-resistant, and ready for use			
Pool ladders stable/sturdy and ready for use			
pH and chlorine levels within acceptable range			
Play structures clear of debris and in safe condition			
Gutters of swimming pool clear of debris and secure			
Chemical storage area locked if not in use			
Garbage cans placed appropriately and emptied			
Rescue equipment in place, in good repair, and ready for use			
Areas to be inspected—Safety Break	**Safe**	**Unsafe**	**Action Taken**
Floors in bathhouse, bathrooms, and showers clean and slip-resistant			
First aid station clean, all needed supplies present			

Waterslides/Diving Boards in safe and working order			
Trash/Debris picked up; facility is clean			
Rescue equipment checked and ready for emergency use			
Swimming pool clear, free of debris			
pH and chlorine levels checked and within normal range			
Lifeguard personnel knowledge of emergency procedures reviewed			
First aid kits/hip packs stocked and ready for emergency use			
Areas to be Inspected—Closing Checklist	**Safe**	**Unsafe**	**Action Taken**
Bathhouse cleaned by closing staff			
Doors/gates secure and locked			
Pool is empty (two lifeguards inspect pool bottom)			
Facility attractions turned off			
Shade feature area clean			
Rescue equipment properly stored and placed			
Garbage cans emptied and moved to appropriate location			
Concession stand bathrooms/ chemical storage area locked/closed			
Garbage & debris in park picked up; lost & found items stored			
Picnic tables wiped down			

Head Lifeguard Signature _____ Date_____

_____ Date_____

Pool Manager Signature _____ Date_____

Emergency Preparation

Preparedness activities focus on training and having information available for potential emergencies. Training is an essential aspect of an effective emergency action plan. An Emergency Response Training Program will be implemented initially at the beginning of the season and facility staff will review aspects of emergency procedures on a weekly basis. Additionally, training will be provided to all staff when procedures are updated or revised.

Evacuation Drills/Severe Weather Drills

Evacuation drills are a key component of preparedness. Not only do evacuation drills familiarize staff with what to do in an emergency, they allow for untrained individuals and guests to understand emergency procedures. There are few situations at the facility where individuals are present on a regular basis. Although the facility may be frequented by regular patrons, *it is not suitable to conduct evacuation and severe weather drills during operational hours.* However, training for all staff will include a mock evacuation of the facility during pre-season orientation and once during in-service training.

Emergency Response Plans

The following general procedures apply to all emergencies:

- **Remain calm.**
- Quickly evaluate the situation.
- First priority is to rescue anyone in immediate danger.
- Call 9-1-1 if there is a life-threatening situation of if there is any doubt as to whether the situation is, or could become life-threatening.
- Direct individuals not involved in the situation away from immediate danger.
- Clear emergency area to allow for emergency medical personnel/police/fire to do their jobs.
- After calling 9-1-1, pool managers (when time allows) will contact the Eau Claire Parks & Recreation Department office. If after hours, call Aquatic Program Supervisor, Chad Duerkop on his cell phone (579-5902).

Media and Other Communications

Staff are not to discuss information about the emergency situation to media. All questions from the media will be directed to the City of Eau Claire designated spokes person. Lifeguard personnel are not to discuss emergency situation or condition of the victim with anyone not directly involved in providing emergency care.

Facility Emergencies

Fire/Explosion

While the risk of fire/explosion is small, staff must be prepared to evacuate the facility in a safe and orderly fashion.

Upon recognition of fire, smoke, or explosion, facility guests and staff should be moved away from immediate danger.

1) Notify pool manager immediately
2) Facility personnel will attempt to control or extinguish any fire by retrieving the nearest fire extinguisher and applying its contents to the fire only if:
    a. The employee is not responsible for the care of small children;
    b. Responsible for evacuating guests and staff;
    c. Able to keep a clear path between them self and an exit;
    d. The individual has someone with them;
    e. Smoke in an enclosed area is not dangerous to the individual;
    f. The individual can safely remain in the area; and
    g. The extinguisher will prevent the fire from becoming larger and creating a greater hazard or damage.
3) If using the extinguisher is not successful and it is safe to do so, confine the fire to its present location by closing doors to the area as you leave. Ensure that no one else is still in the area. Call 911 and follow evacuation procedures if ordered.

Chemical Event

1) Notify pool manager or facility maintenance personnel
2) Follow the general procedures for an emergency, including calling 9-1-1 if directed
3) Keep people calm and try to determine whether the threat is airborne
4) If threat is from inside the facility, follow evacuation procedures if ordered

Facility Evacuation Procedures

In the event an evacuation is ordered:

1) Pool manager or head lifeguard will make an announcement.
2) Upon hearing the announcement, lifeguards will be assigned to unlock and open gates 2, 3, 5 and 6 (see map).
3) Lifeguards on surveillance duty will use one long whistle blast and direct patrons to evacuate. Lifeguards should use the following command in an evacuation:
   "Get out of the Water! Get out of the park! Don't take anything with you!"
   Staff at the gates will provide the following instructions:
   "Come this way! Move to the far end of the parking lot toward the golf course! Do not go to your cars!"
4) Once the pool(s) are empty, lifeguards will provide assistance to guests with restricted mobility.
5) After everyone has evacuated, pool managers and head lifeguards will make one last inspection to ensure no one is left behind.

Patrons should be instructed to not leave in their cars since it will hinder emergency response vehicles, however; we can <u>never</u> force someone to stay.

Severe Weather

Upon hearing City of Eau Claire severe warning sirens, staff should:

1) Clear the pool using one long whistle blast
2) Direct patrons to the following areas:
    a. Men's shower room (Under showers—no more than two rows)
    b. Men's bathroom (Across from stalls—no more than two rows)
    c. Women's shower room (Under showers—no more than two rows)
    d. Women's bathroom (Across from stalls—no more that two rows)
    e. Men's and women's bathrooms at the concession stand
    f. Lifeguard supply closet in bathhouse
3) Pool managers (and in their absence, head lifeguards) will attempt to determine the nature of the storm by listening to weather radio or checking the Internet if it is safe to do so.
4) All patrons/staff should remain in severe weather locations until the "all clear" command is given by a pool manager or, in their absence, a head lifeguard.

Violence

If a staff member is presented with a potentially violent situation, she or he should clear the area of patrons and call 9-1-1 for law enforcement. Staff should not confront a violent or hostile individual.

If a staff person notices an individual with a weapon, she or he will shout "Lock the Basement Door!" This command must be shouted loudly enough for staff in the vicinity to hear. Upon the command, front desk cashiers will close and lock the front bathhouse doors and proceed to the back of the bathhouse to lock the doors leading to the pool. If possible the command, "Lock the Basement Door!" will be shouted over the PA system. All staff on deck should shout to patrons, "follow me -this way- run!" and run toward the East End of the Park to the fence. **NOTE: If there is an active shooter in the park, staff should run away from the shooter and encourage patrons to follow.**

Patrons and staff should proceed to the baseball diamond (just North of Fairfax Pool) as quickly and quietly as possible. If safe to do so, a lifeguard should take a first aid kit with them (**only if safe to do so!)** and begin providing emergency care once at the safest designated area. Once patrons/staff are at the baseball diamond, someone with a cell phone should call 9-1-1. Attempt to give a description and number of the intruder(s) and the number of people in the facility. Staff should attempt to account for all staff members present.

If you are taken hostage, be patient, cooperative, calm, and quiet.

- Speak only when spoken to

- Wait for law enforcement instructions
- Never EVER try to disarm an individual

If you are unable to leave the park (trapped/no way to escape) and you are faced with an active shooter, lay face down and "play dead" until you are sure you can safely egress or until law enforcement personnel direct you to leave.

Bomb Threat

If a staff person receives a bomb threat, she or he should:

1) Notify a pool manager immediately. Pool manager should call 911.
2) Remain calm, courteous and listen. Avoid interrupting the caller. Ask the following questions:
    a. Where is the bomb?
    b. When will it go off/What will set it off?
    c. Did you place the bomb? If yes, Why?
3) If people are in the facility, inform the caller that detonation could cause serious injury or death to small children.
4) Pretend to have difficulty hearing—keep the caller talking if possible.
5) Initiate facility evacuation procedures if indicated.

If the facility is to be evacuated, it is important that patrons not gather their belongings as a bomb could have been placed on, in, or near their personal belongings. The following announcement will be made:

Attention Facility Patrons and Staff: We have been instructed to evacuate the facility. We are unaware of specific details and therefore ask that you leave all personal belonging where they are and follow staff to the West side of the parking lot (near the golf course). We ask that you not try to leave in your cars since emergency service vehicles will be trying to enter the park and traffic at the parking lot entrances and exits will hinder response times.

Robbery

If an individual approaches a cashier at either the front desk or concession stand and demands money from the register, the cashier should comply with the robber's instructions and, when safe, call 9-1-1 and report the incident. As with other violent situations, do not attempt to disarm or confront a hostile individual.

Missing Person/Code Adam

If a parent or caregiver approaches a staff member and reports a child missing, follow these steps and ask the following questions:

a. Would you like us to page the person or are you requesting assistance to locate a lost child?
b. What is child's name?
c. How long ago did you see the child?
d. Where was the place you last saw the child?
e. Did you check the area where the child was last seen?

f. Get a detailed description of the child:
    i. Name
    ii. Age
    iii. Hair color
    iv. Eye color
    v. Approximate weight & height
    vi. What the child was wearing (ask specifically about shoe color and style)
2. Notify the pool manager to initiate Code Adam (provide description of child)
3. Advise parent/guardian we are a "Code Adam" facility—which means, "we have a procedure in place to help assist with situations such as this."
4. Escort parent/guardian to the First Aid office
5. Pool manager or head lifeguard will make a "Code Adam Watch" announcement over PA (script below)

Attention facility patrons and staff. Fairfax Pool staff please initiate Code Adam Watch procedures. We have a lost child named _____, age _____, with _____ hair and _____ eyes, weighs approximately _____ pounds and _____ feet tall, last seen wearing _____.

a. Upon hearing the announcement, facility staff will check the following areas first:
    i. Bathhouse locker rooms/bathrooms—front desk cashier
    ii. Concession stand bathrooms/concession stand line—Concession stand staff
    iii. Line to waterslide—Lifeguard at waterslide (stop all riders)
    iv. Line to diving boards—Lifeguard at diving well
    v. Playground- Concession Stand Staff
    vi. Swimming Pool—Rover (or, in absence, Pool Manager)
    vii. Park perimeter/grounds—Lifeguards on break

After searching these areas, staff will report back to the head lifeguard/pool manager. If the child has not been found within five minutes, a Code Adam Warning will be announced over the PA (Script below)

Attention facility patrons and staff. Fairfax Pool Staff please initiate Code Adam Warning procedures. We have a lost child named _____, age _____, with _____ hair and _____ eyes, weighs approximately _____ pounds and _____ feet tall, last seen wearing _____. All patrons please exit the pool and return to your belongings and stay there. If you know the whereabouts of this child, please inform a staff member immediately. To ensure the safety of the missing child, all patrons are encouraged to remain in the park with their party near their belongings. Thank you for your assistance and cooperation.

In a Code Adam Warning, patrons will be instructed to exit the pool and return to their belongings. **Lifeguards in rotation will wait until the pool has been cleared** and then search the entire park. Lifeguards on break will be instructed to search the parking lot and exterior park up to the baseball diamond.

6. If, after five minutes from the warning announcement, the child is not found, a pool manager or head lifeguard will call 9-1-1.
7. If the child is found and appears to have been lost and unharmed, the child is reunited with parent/guardian at front desk.
8. If the child is found accompanied by someone other than the parent/guardian, use reasonable efforts to delay their departure without putting the child, staff, or visitors at risk.
9. **During a warning, we will ask patrons to remain in the park, however; we cannot force anyone to stay.**
10. The Code Adam page is canceled after the child is found and the following announcement will be made:
    Attention facility patrons and staff. Fairfax pool staff, Code Adam (warning/watch) has been cancelled.

Life-Threatening Medical or Aquatic Emergency
Water or Land-Based Injuries/Illnesses

Upon recognition of a life-threatening medical emergency on land or in the water, the primary lifeguard should:

1. Activate EAP using three short whistle blasts.
2. Approach the scene (enter the water) and perform a scene size-up. Try to determine the following:
    a. Is the scene safe?
    b. What is the nature of illness/mechanism of injury?
    c. How many victims are there?
    d. What resources are needed?

    While sizing up the scene, lifeguard should put on appropriate PPE.

    If the scene is not safe, make it safer. If the scene could cause harm to the rescuer or bystanders, clear bystanders from the area and ensure 9-1-1 has been called.

3. Perform an appropriate rescue for victims in the water. Once the victim is out of the water, the lifeguard should perform an Initial Assessment to determine if:
    a. The victim is conscious—Tap and shout, "Are you okay? Can you hear me?"
    b. The victim is breathing—use a head-tilt/chin-lift and look, listen, and feel for breathing for no more than 10 seconds.
        i. If the victim is not breathing, attempt two rescue breaths with a resuscitation mask.
        ii. If the rescue breaths do not make the victim's chest rise, tilt the head farther back and attempt two more rescue breaths.
        iii. If breaths still do not make the victim's chest rise, initiate procedures for an unresponsive victim with an airway obstruction.

c. If rescue breaths make the victim's chest rise, check for breathing and a pulse for no more than 10 seconds.
    i. If the victim has a pulse but is not breathing, begin rescue breathing and continue for two minutes before re-checking a pulse.
    ii. If the victim does not have a pulse, begin CPR and instruct another lifeguard to get the AED.
d. Follow general procedures for a land-based emergency as outlined in the American Red Cross Lifeguarding text.

4. Upon hearing three whistle blasts, the lifeguard closest to the primary rescuer should:
    a. Abandon your post and provide assistance as the secondary rescuer.
        i. Before proceeding to the incident, get the nearest backboard and first aid kit.

5. Upon hearing signal to clear pool, Lifeguards in rotation will use one long whistle blast and begin clearing the pool. Lifeguards in rotation will use the following command:

"Get out of the pool. Move back to the grass. Walk, don't run!"

b. Lifeguards will be expected to safely evacuate the pool within 60 seconds.
c. Once all guests are out of the pool, lifeguards will assist in crowd control efforts and perform other duties as assigned by the Head Lifeguard On Duty.
d. Guests should be encouraged to stay in crowd control positions until EMS personnel have left the facility. Lifeguards may explain to patrons:
"In a few moments, an ambulance will be driving into the park for quick and easy access to the scene. As soon as it is safe, we'll let you return to your belongings."
If patrons insist on leaving, we cannot force them to stay, however, please tell the patrons:
"We ask people to stay so that the ambulance can safely and quickly get into the parking lot."

5. Lifeguards on their 15-minute Break have the following responsibilities:
    a. The lifeguard about to start **A rotation** brings the incident report to the scene and records SAMPLE or cycles of CPR/AED shocks
        a. The lifeguard about to start **B rotation** check if EMS needs to be summoned if so call 9-911 and stay on with the dispatcher until EMS arrives.
        b. The lifeguard about to start **C rotation** should get the AED and blankets from the first aid cabinet.
        c. All other available lifeguards on break begin moving patrons into crowd control positions unless directed otherwise.

7.The Head Lifeguard On Duty will immediately respond to the scene to determine whether rescue assistance is needed. Head Lifeguard will take direction from Pool Manager on the following:

d. Crowd control location
e. Additional equipment needed
f. Additional staff needed for rescue
g. Ensuring that EMS has been summoned and appropriate gate is open

h. Making PA announcement if necessary

8.The Pool Manager will immediately respond to the scene and provide direction to Head Lifeguard who will disseminate information to other staff. The Pool Manager is responsible for ensuring that appropriate and effective care is being rendered and coordinates all emergency activities. Once the pool manager has sufficient information, she/he will make a follow-up call to EMS and, as time permits, call the Eau Claire Parks & Recreation Department Office.

9.Front Desk (Admissions) cashiers should make sure that unattended children in the bathhouse are reunited with parents/guardians or caregivers.

i. Cashiers should stop admitting people to the facility as soon as the EAP is activated.

10.Concession stand cashiers should ensure that unattended children in the park are reunited with parents/guardians or caregivers.

11. Once EMS personnel have transported the victim, all lifeguards should:

a. Report to the front of the bathhouse for instruction
b. Lifeguards directly involved will complete crisis report
c. Head Lifeguard on Duty will obtain witness statements
d. Pool manager will contact ECPR, co-manager, and other appropriate parties
e. Lifeguards will ensure all equipment replaced and in working order
f. Pool manager will determine whether re-opening the facility is appropriate.

If a lifeguard suspects that a victim has a head, neck or back injury, all steps above include immobilizing the victim on a backboard. If a victim with a head, neck, or back injury is *unresponsive*, the secondary lifeguard should *immediately* assess breathing. If the victim is not breathing, remove the victim using a backboard quickly and carefully and begin providing care.

In all cases, Lifeguards will provide care according to established guidelines from the American Red Cross Lifeguarding text. Lifeguards will be required to continue providing care until EMS personnel arrive and take over.

If a guest or patron approaches a staff person and indicates that they have advanced medical training, please say, "Thank you for letting us know. We have called 9-1-1 and have trained staff providing care at this time. If your assistance is needed, we will let you know." Explain to the patron that it is our policy to turn care over only to City of Eau Claire Paramedics.

"EMERGENCY" RESCUE FLOW CHART

LIFE-THREATENING SITUATION

LIFEGUARD SEES OR IS TOLD OF AN EMERGENCY OCCURING

LIFEGUARD IDENTIFIES EMERGENCY AND ACTS USING *3 SHORT WHISTLE BLASTS* & ATTEMPTS RESCUE

SECOND CLOSEST GUARD DUTIES	PRIMARY GUARD DUTIES	LIFEGUARDS ON REST PERIODS & IN ROTATION
SECONDARY LIFEGUARD INITIATES CLEARING OF POOL USING ONE LONG WHISTLE . BLAST.	PRIMARY LIFEGUARD CONTACTS VICTIM, ASSESSES CONDITION, NOTIFIES THIRD GUARD TO CALL EMS (IF NEEDED)	LIFEGUARDS ON REST PERIODS RESPOND TO SCENE WITH AED, BLANKETS, AND INCIDENT REPORT FORM. INSTRUCTIONS WILL BE PROVIDED.
SECONDARY LIFEGUARD ASSISTS PRIMARY GUARD WITH RESCUE (UPON ARRIVAL PREPARES AED FOR USE IF NEEDED)	CORRECT SPINAL INJURY MANAGEMENT, REMOVAL, CPR, AND/OR AED ARE PERFORMED	ALL OTHER LIFEGUARDS: "GET OUT OF THE WATER, MOVE TO THE GRASS, WALK—DON'T RUN" ASSIST WITH CROWD CONTROL.
	IF NEEDED, EMS TAKES OVER	

WITNESSES INTERVIEWED, REPORTS COMPLETED

STAFF DISCUSSION

LIFEGUARDS RETURN TO STATIONS; PATRON RE-ENTER

"Jump" Rescue (Distressed Swimmer, Active Drowning Victim, Minor First Aid)

1) Upon recognition of a guest needing assistance, primary lifeguard will activate EAP using **two** short whistle blasts.
2) Safely enter the water and perform an appropriate rescue.
3) Move the victim to safety and assist victim out of the water.
4) If indicated, perform a secondary assessment to determine the presence of contributing factors.
5) Provide care as needed.
6) Complete incident report.

Upon hearing **two whistle blasts** each lifeguard assigned to an elevated lifeguard station will stand up and provide back-up coverage.

The Rover or, in the absence of the Rover, the lifeguard who will go to **"C"** rotation will cover the vacant lifeguard's position. In jump rescue situations, lifeguards should avoid "sprinting" unless a life-threatening situation is discovered.

Specific Rescue Procedures

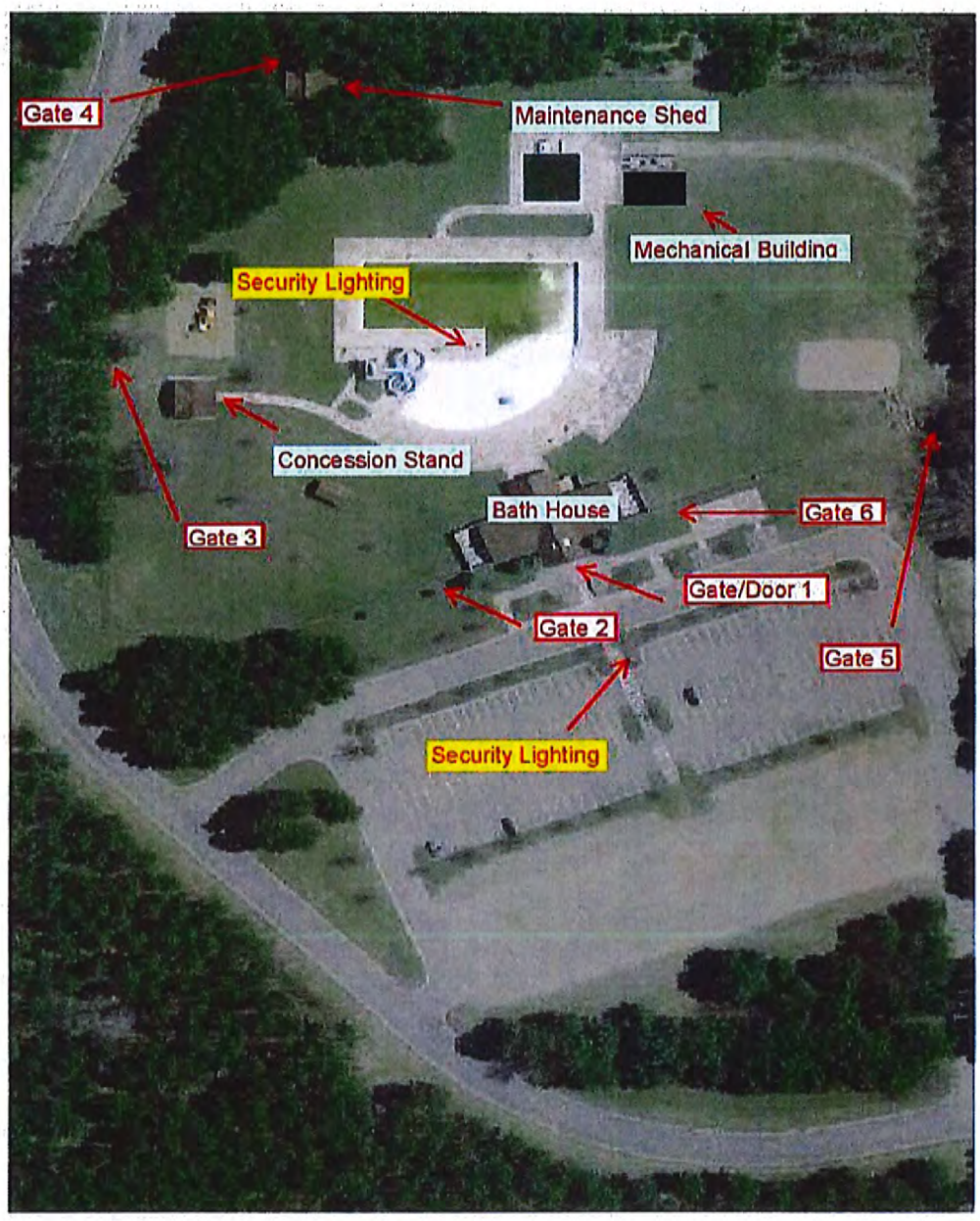
Spinal Injury Management

Lifeguards will provide spinal immobilization, backboard, remove the victim from the pool, and care for shock and hypothermia.

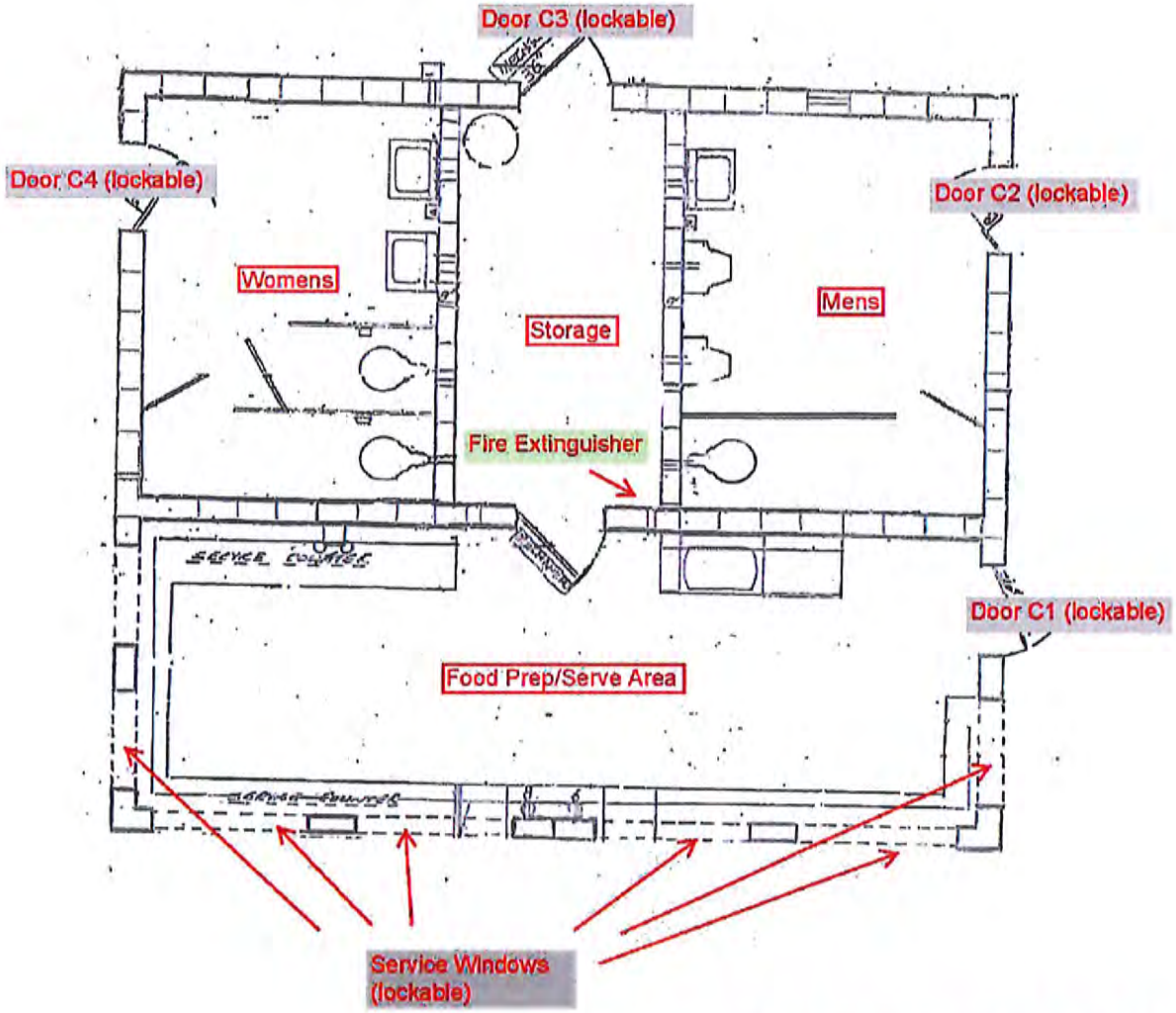
For a victim on land, spinal injury management will be performed according to American Red Cross Waterpark Lifeguarding procedures.

Seizures in the pool

The primary lifeguard will keep the victim's head above water, supporting the victim on rescue equipment. Once the seizure has passed, the victim should be removed from the water with the assistance of another lifeguard and the victim's airway should be protected. Seizures in the water are a life-threatening emergency and EMS will be summoned.


Gate 4
Maintenance Shed
Mechanical Building
Security Lighting
Concession Stand
Gate 3
Bath House
Gate 6
Gate/Door 1
Gate 2
Gate 5
Security Lighting

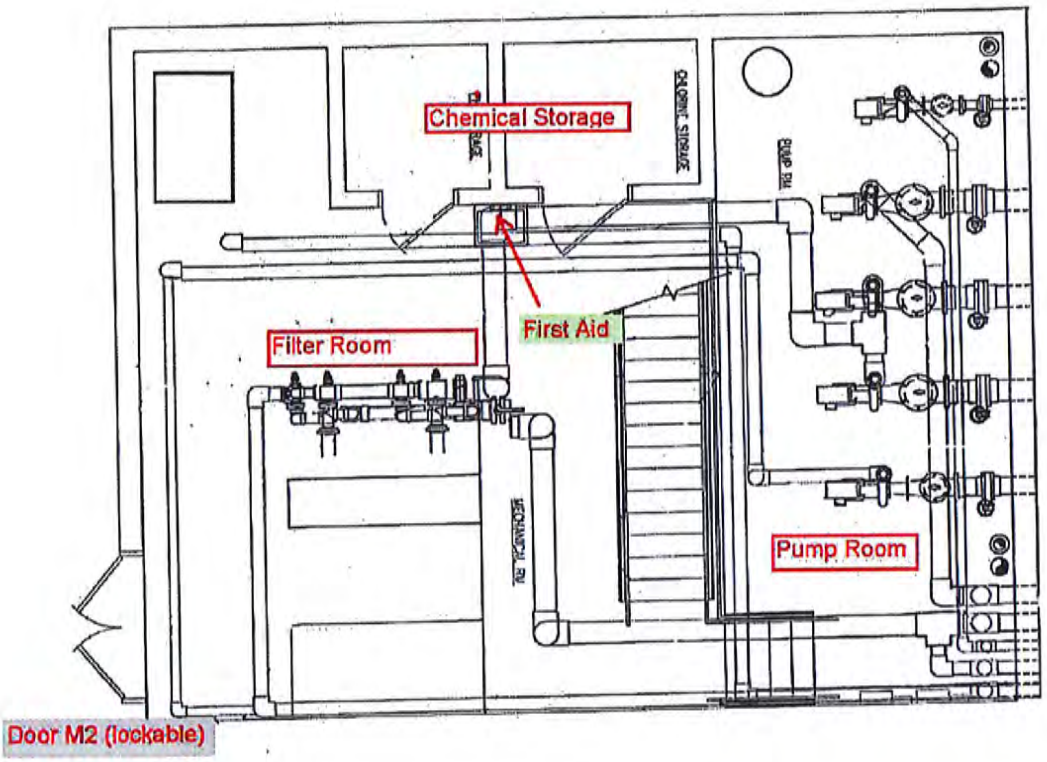
Fairfax Concessions Security/EAP Floor Plan



First Aid Supplies, AED and Severe Weather Shelter Areas are located in the Bath House

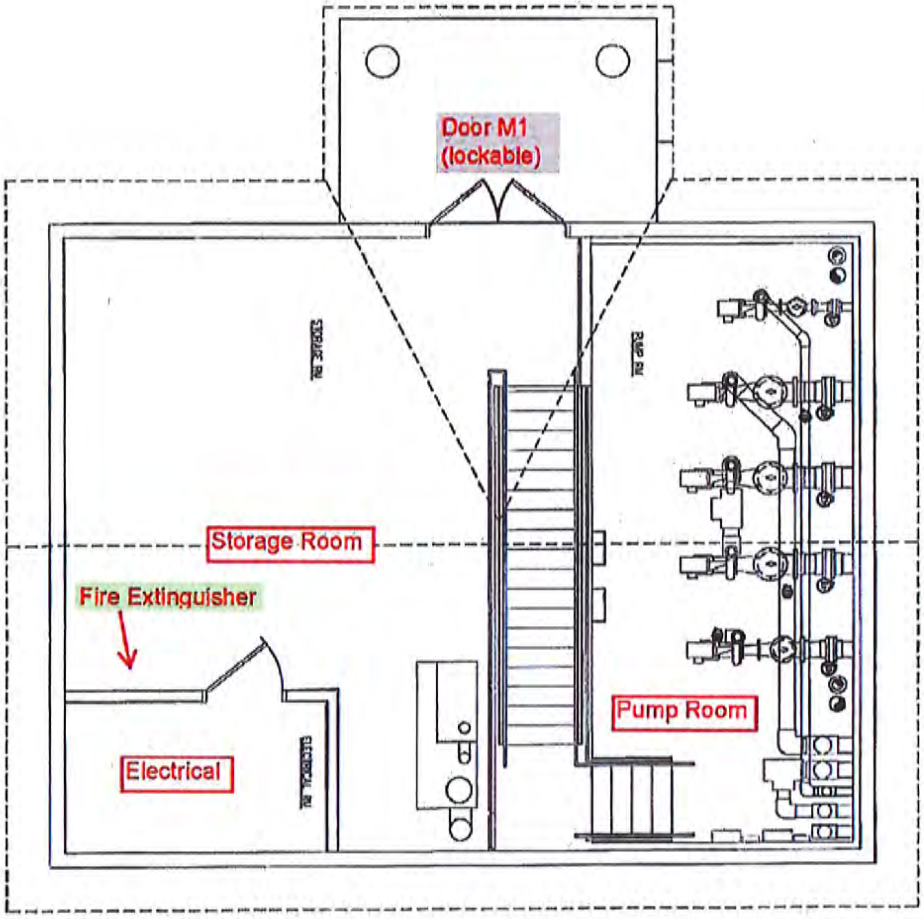
Fairfax Mechanical EAP/Security Floor Plan

First Floor



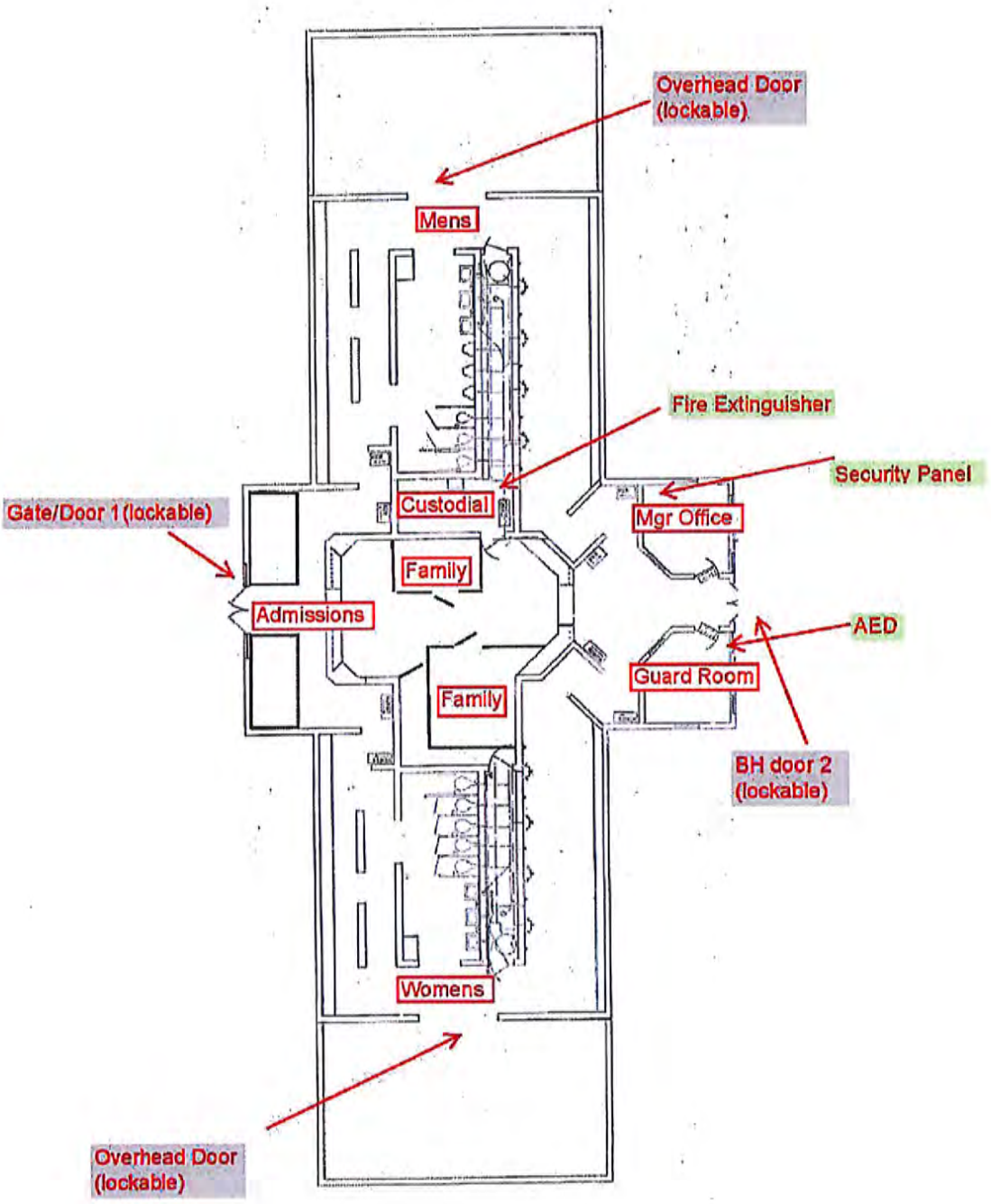
Fairfax Mechanical EAP/Security Floor Plan

Second Floor



AED and Severe Weather Shelter Areas are located in the Bath House

FAIRFAX BATHOUSE SECURITY MAP



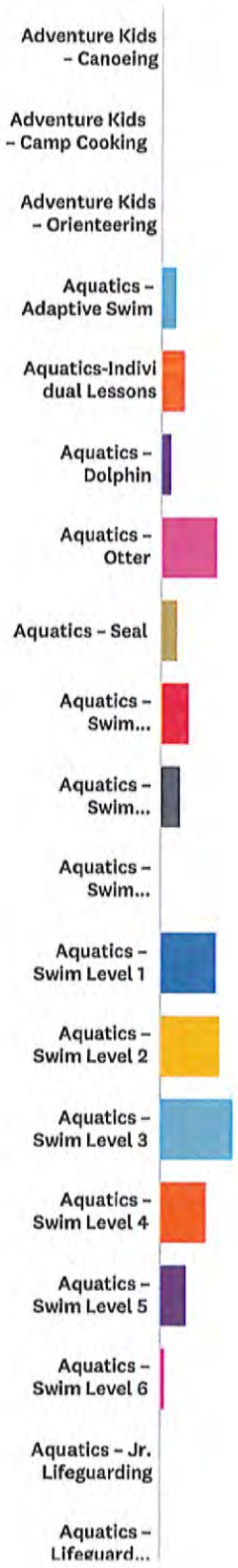
APPENDIX M

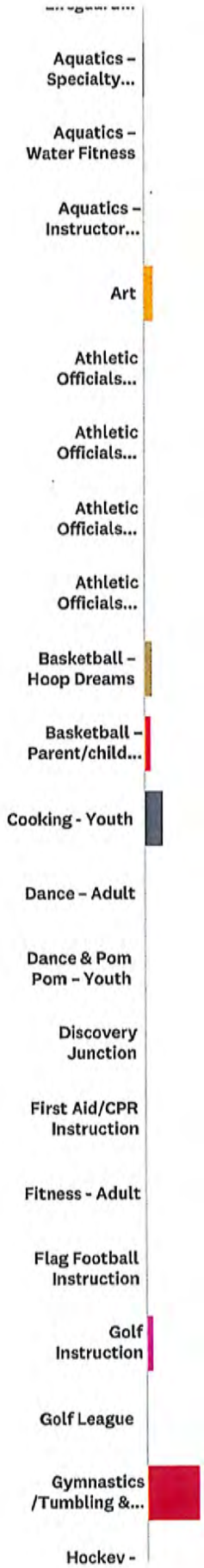
Evaluation Results Instructional Programs

INSTRUCTIONAL PROGRAM EVALUATION

Q1 Program Name:

Answered: 370 Skipped: 1

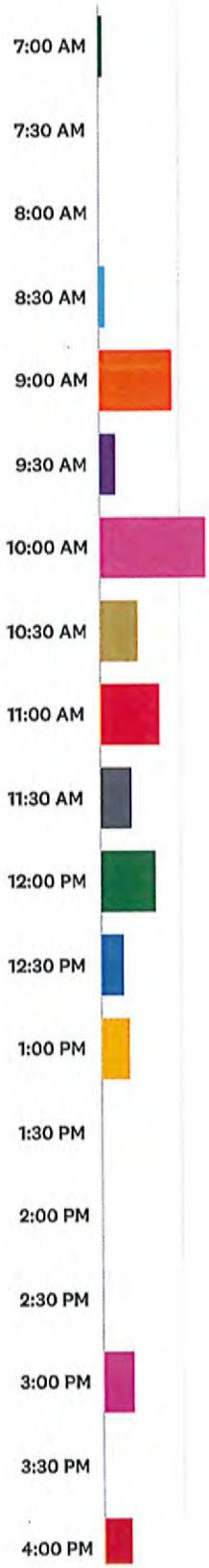



Aquatics – Specialty...
Aquatics – Water Fitness
Aquatics – Instructor...
Art
Athletic Officials...
Athletic Officials...
Athletic Officials...
Athletic Officials...
Basketball – Hoop Dreams
Basketball – Parent/child...
Cooking - Youth
Dance – Adult
Dance & Pom Pom – Youth
Discovery Junction
First Aid/CPR Instruction
Fitness - Adult
Flag Football Instruction
Golf Instruction
Golf League
Gymnastics /Tumbling &...
Hockey -

Clinics
Hockey – Mini Mites
Hypnosis
Outdoor Adventure
Photography
Pickle Ball Clinics
Pilates
Running Club
River City Adventures
Sand Lot Sports
Snowboarding Instruction
Soccer Instruction
Specialized Recreation -...
Specialized Recreation -...
Stained Glass Art
T-Ball Instruction
T-Ball League
Tennis – Instruction
Tennis – Pre Beginner
Tennis – Beginner
Tennis – Advanced...

Q2 Program Time:

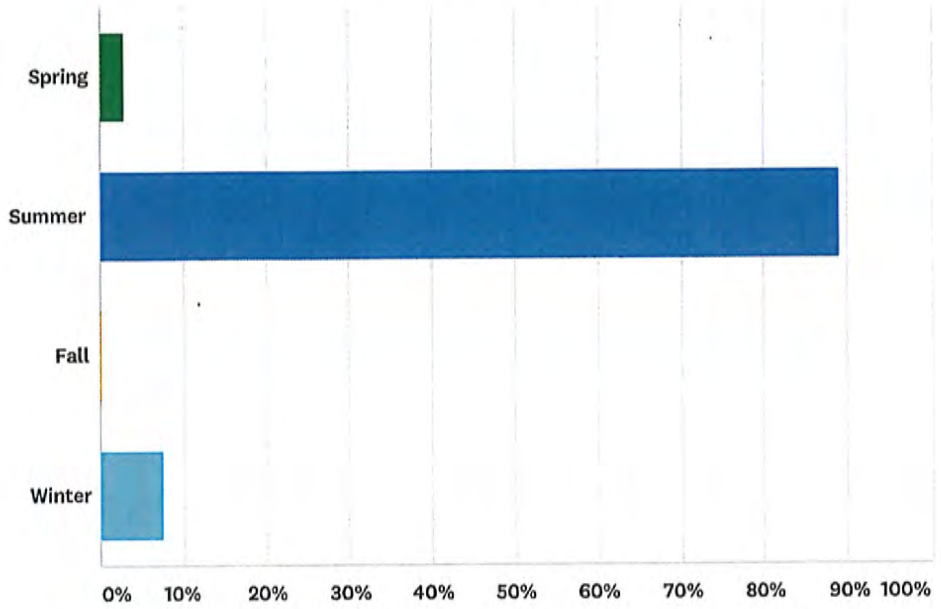
Answered: 371 Skipped: 0



ANSWER CHOICES	RESPONSES	
7:00 AM	0.54%	2
7:30 AM	0.00%	0
8:00 AM	0.00%	0
8:30 AM	0.81%	3
9:00 AM	9.16%	34
9:30 AM	2.16%	8

Q4 Season:

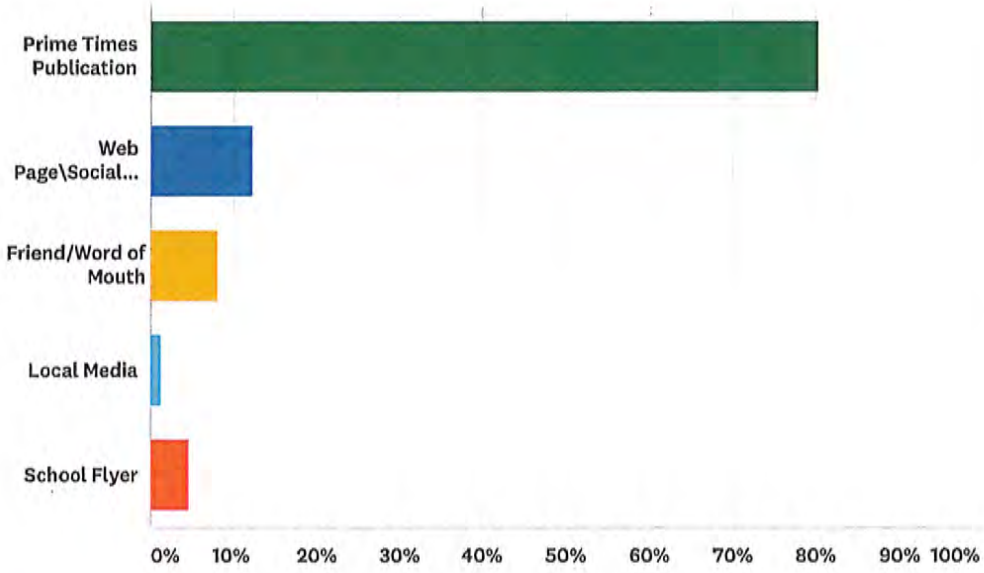
Answered: 369 Skipped: 2



ANSWER CHOICES	RESPONSES	
Spring	2.98%	11
Summer	89.16%	329
Fall	0.27%	1
Winter	7.59%	28
TOTAL		369

Q5 How did you find out about this program? (Check all that apply)

Answered: 370 Skipped: 1

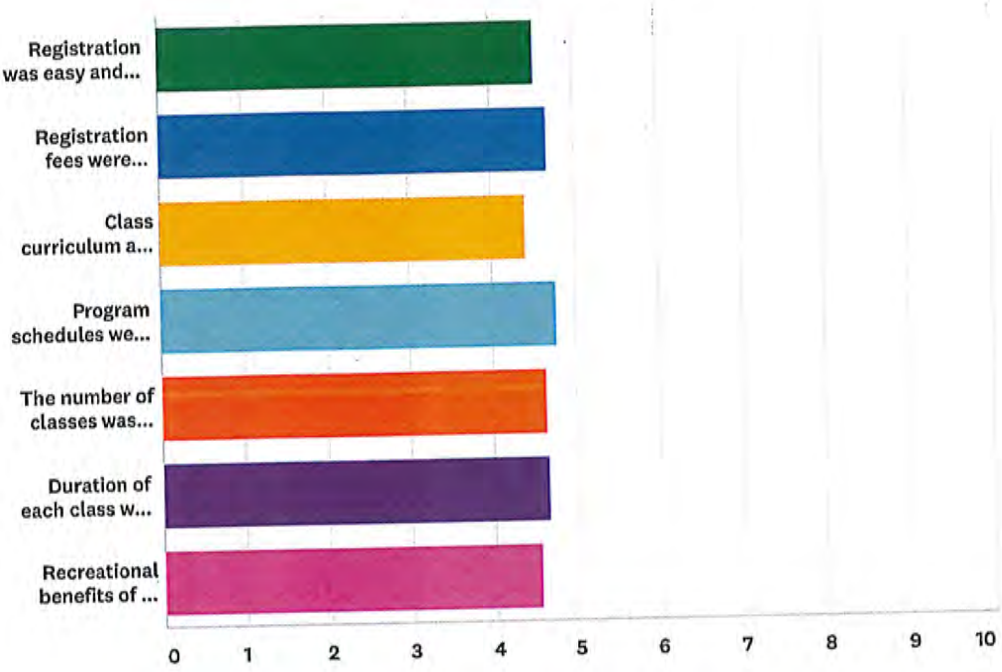


ANSWER CHOICES	RESPONSES	
Prime Times Publication	80.27%	297
Web Page\Social Media	12.43%	46
Friend/Word of Mouth	8.11%	30
Local Media	1.35%	5
School Flyer	4.59%	17

Total Respondents: 370

Q6 PROGRAM ORGANIZATION, Please rate 5 as High.....1 as Low

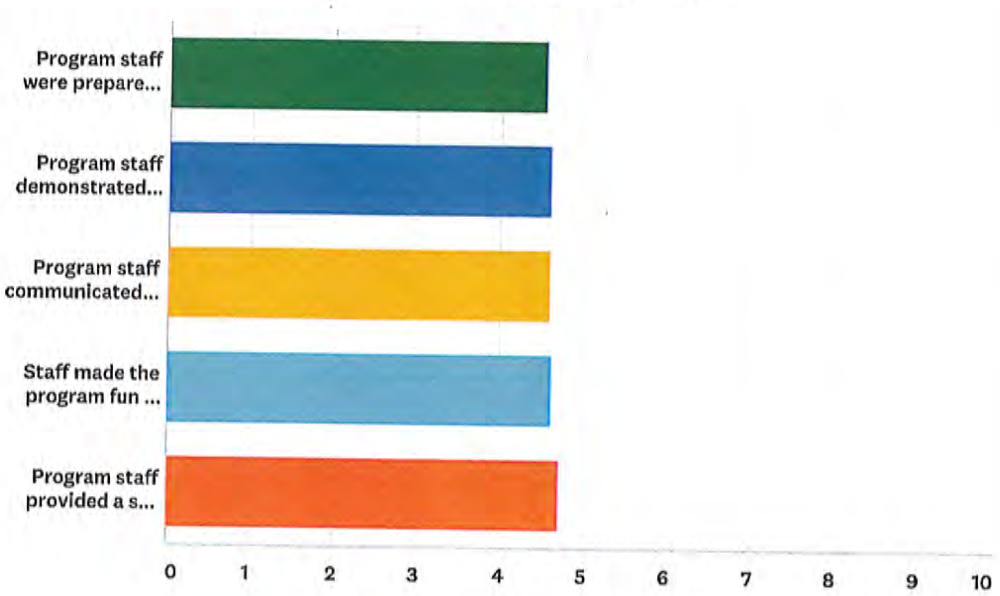
Answered: 356 Skipped: 15



	5	4	3	2	1	TOTAL	WEIGHTED AVERAGE
Registration was easy and convenient	65.73% 234	25.28% 90	7.58% 27	1.12% 4	0.28% 1	356	4.55
Registration fees were affordable and reasonable	76.40% 272	16.85% 60	5.34% 19	0.84% 3	0.56% 2	356	4.68
Class curriculum and content met expectations	64.89% 231	21.07% 75	6.74% 24	4.78% 17	2.53% 9	356	4.41
Program schedules were easy to follow and consistent.	82.58% 294	13.20% 47	3.09% 11	0.56% 2	0.56% 2	356	4.77
The number of classes was appropriate for age group	74.16% 264	18.54% 66	5.62% 20	0.84% 3	0.84% 3	356	4.64
Duration of each class was sufficient.	75.28% 268	18.82% 67	3.09% 11	1.97% 7	0.84% 3	356	4.66
Recreational benefits of the program met the participant needs.	72.75% 259	17.13% 61	5.62% 20	1.97% 7	2.53% 9	356	4.56

Q7 INSTRUCTOR/SUPERVISOR/STAFF, Please rate 5 as High.....1 as Low

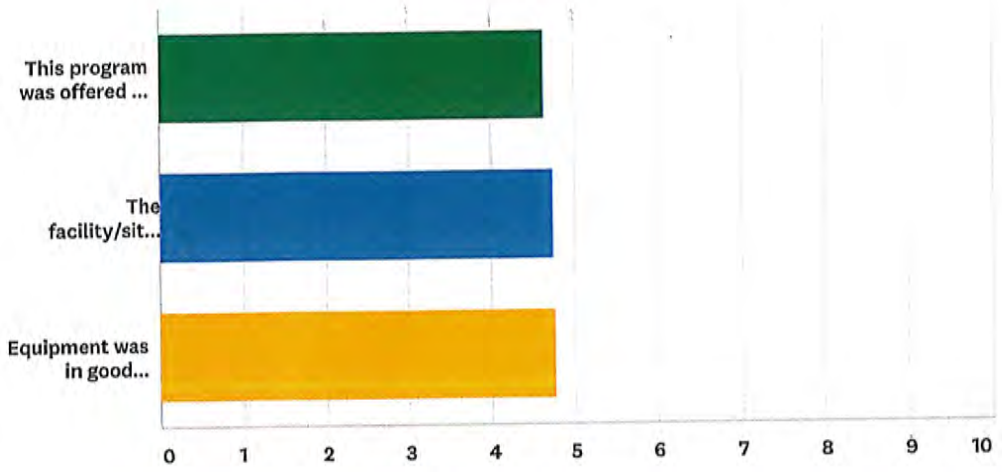
Answered: 356 Skipped: 15



	5	4	3	2	1	TOTAL	WEIGHTED AVERAGE
Program staff were prepared and organized.	72.19% 257	15.73% 56	7.02% 25	3.37% 12	1.69% 6	356	4.53
Program staff demonstrated knowledge in this area.	75.28% 268	13.20% 47	8.43% 30	2.25% 8	0.84% 3	356	4.60
Program staff communicated with & respected participants.	76.69% 273	14.33% 51	4.49% 16	1.97% 7	2.53% 9	356	4.61
Staff made the program fun and enjoyable.	77.81% 277	12.36% 44	6.18% 22	1.97% 7	1.69% 6	356	4.63
Program staff provided a safe environment.	81.18% 289	12.92% 46	4.21% 15	1.12% 4	0.56% 2	356	4.73

Q8 FACILITY/EQUIPMENT, Please rate 5 as High.....1 as Low

Answered: 356 Skipped: 15

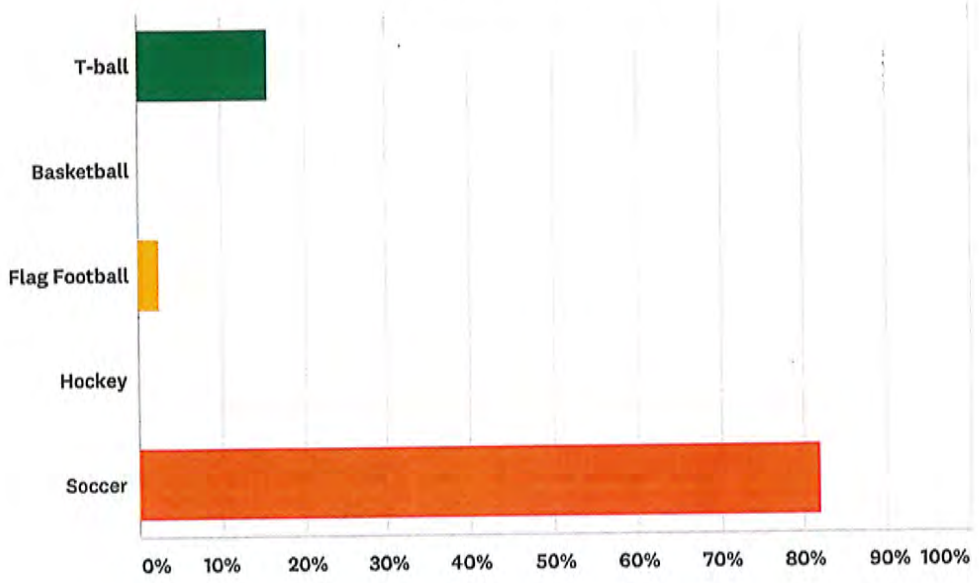


	5	4	3	2	1	TOTAL	WEIGHTED AVERAGE
This program was offered at a convenient time.	73.60% 262	19.66% 70	5.06% 18	0.84% 3	0.84% 3	356	4.64
The facility/site/location met the program needs.	82.58% 294	12.36% 44	2.53% 9	1.69% 6	0.84% 3	356	4.74
Equipment was in good condition & appropriate for the activity.	82.02% 292	14.04% 50	2.81% 10	0.56% 2	0.56% 2	356	4.76

YOUTH SPORT EVALUATION

Q1 In which sport(s) are you a participant?

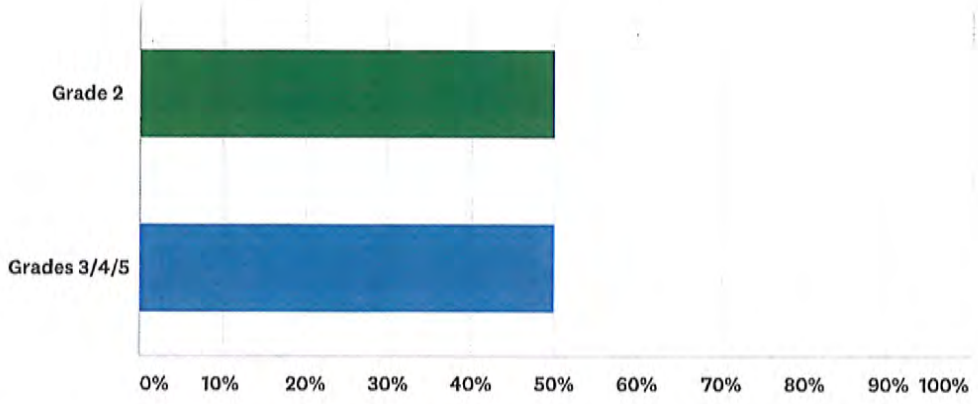
Answered: 83 Skipped: 0



ANSWER CHOICES	RESPONSES	
T-ball	15.66%	13
Basketball	0.00%	0
Flag Football	2.41%	2
Hockey	0.00%	0
Soccer	81.93%	68
TOTAL		83

Q2 What grade?

Answered: 2 Skipped: 81



ANSWER CHOICES	RESPONSES	
Grade 2	50.00%	1
Grades 3/4/5	50.00%	1
TOTAL		2

Q3 What Division?

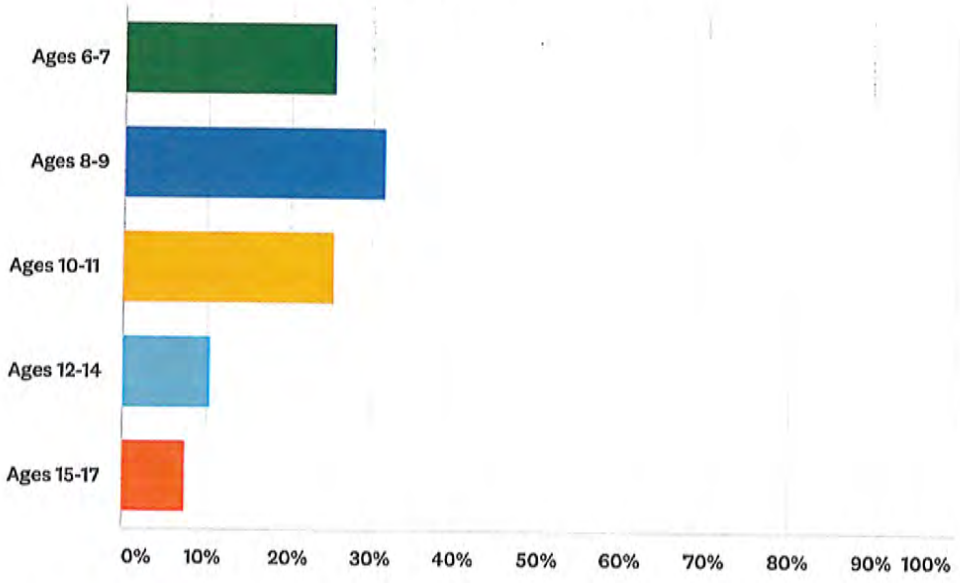
Answered: 0 Skipped: 83

⚠ No matching responses.

ANSWER CHOICES	RESPONSES	
Beginners	0.00%	0
Mites	0.00%	0
Squirts	0.00%	0
TOTAL		0

Q4 What age?

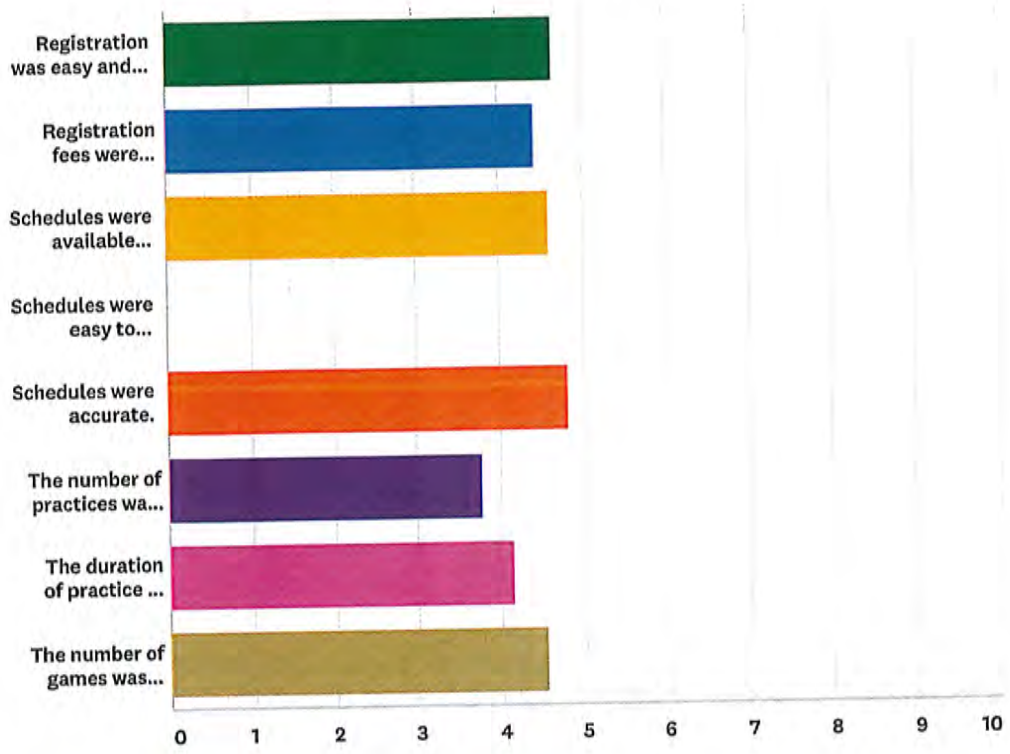
Answered: 67 Skipped: 16



ANSWER CHOICES	RESPONSES	
Ages 6-7	25.37%	17
Ages 8-9	31.34%	21
Ages 10-11	25.37%	17
Ages 12-14	10.45%	7
Ages 15-17	7.46%	5
TOTAL		67

Q5 PROGRAM ORGANIZATION, Please rate 5 as High.....1 as Low

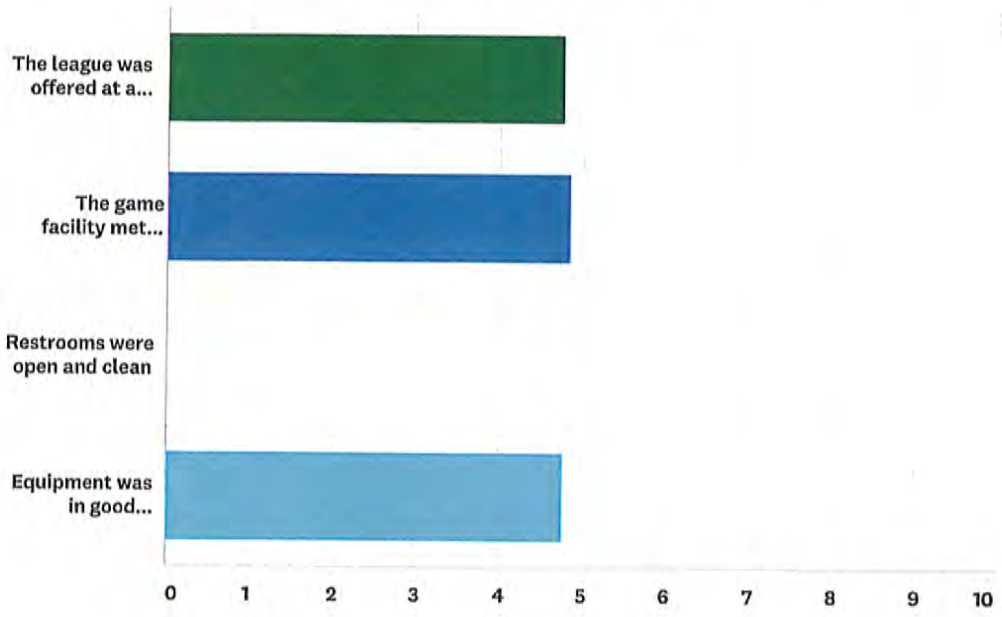
Answered: 70 Skipped: 13



	5	4	3	2	1	TOTAL	WEIGHTED AVERAGE
Registration was easy and convenient	75.71% 53	14.29% 10	10.00% 7	0.00% 0	0.00% 0	70	4.66
Registration fees were affordable and reasonable	55.71% 39	32.86% 23	11.43% 8	0.00% 0	0.00% 0	70	4.44
Schedules were available online.	78.57% 55	10.00% 7	8.57% 6	0.00% 0	2.86% 2	70	4.61
Schedules were easy to understand	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0	0.00
Schedules were accurate.	87.14% 61	7.14% 5	5.71% 4	0.00% 0	0.00% 0	70	4.81
The number of practices was appropriate for age group	48.57% 34	11.43% 8	18.57% 13	11.43% 8	10.00% 7	70	3.77
The duration of practice was sufficient.	60.00% 42	17.14% 12	7.14% 5	8.57% 6	7.14% 5	70	4.14
The number of games was appropriate for age group	74.29% 52	14.29% 10	5.71% 4	2.86% 2	2.86% 2	70	4.54

Q6 FACILITIES/EQUIPMENT, Please rate 5 as High.....1 as Low

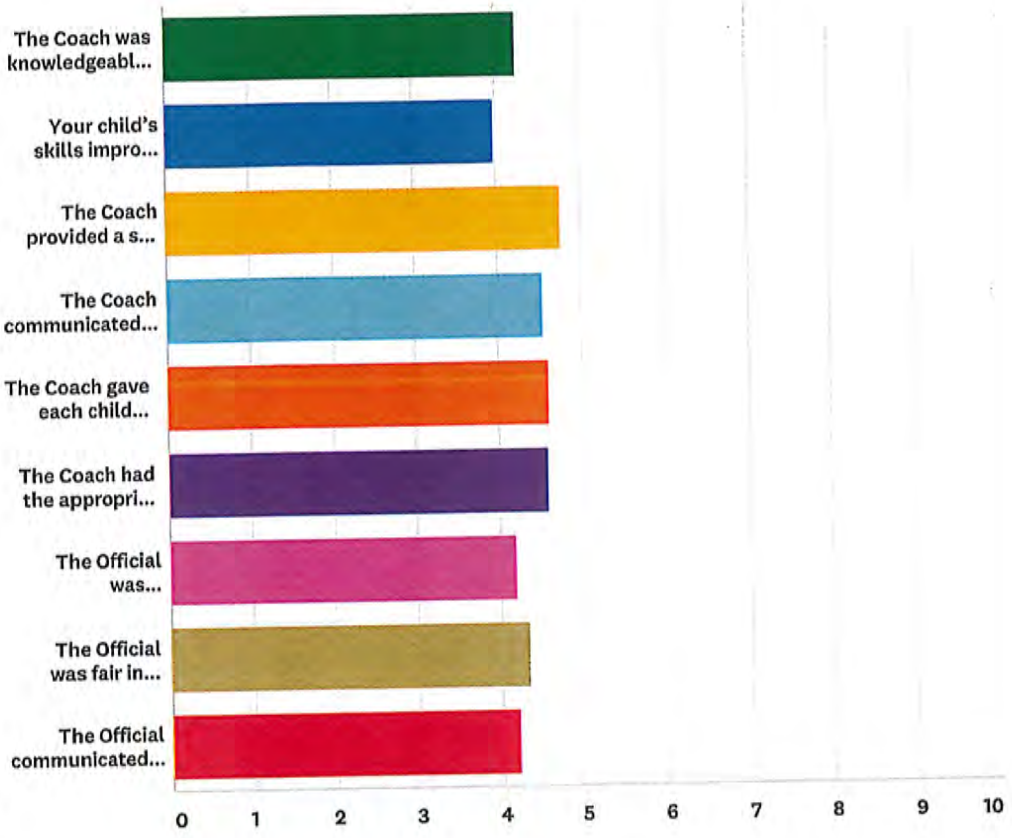
Answered: 70 Skipped: 13



	5	4	3	2	1	TOTAL	WEIGHTED AVERAGE
The league was offered at a convenient location	82.86% 58	12.86% 9	2.86% 2	1.43% 1	0.00% 0	70	4.77
The game facility met the needs of the program.	87.14% 61	11.43% 8	1.43% 1	0.00% 0	0.00% 0	70	4.86
Restrooms were open and clean	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0	0.00
Equipment was in good condition & appropriate for activity	84.29% 59	10.00% 7	4.29% 3	1.43% 1	0.00% 0	70	4.77

Q7 COACHES/OFFICIALS, Please rate 5 as High.....1 as Low

Answered: 70 Skipped: 13

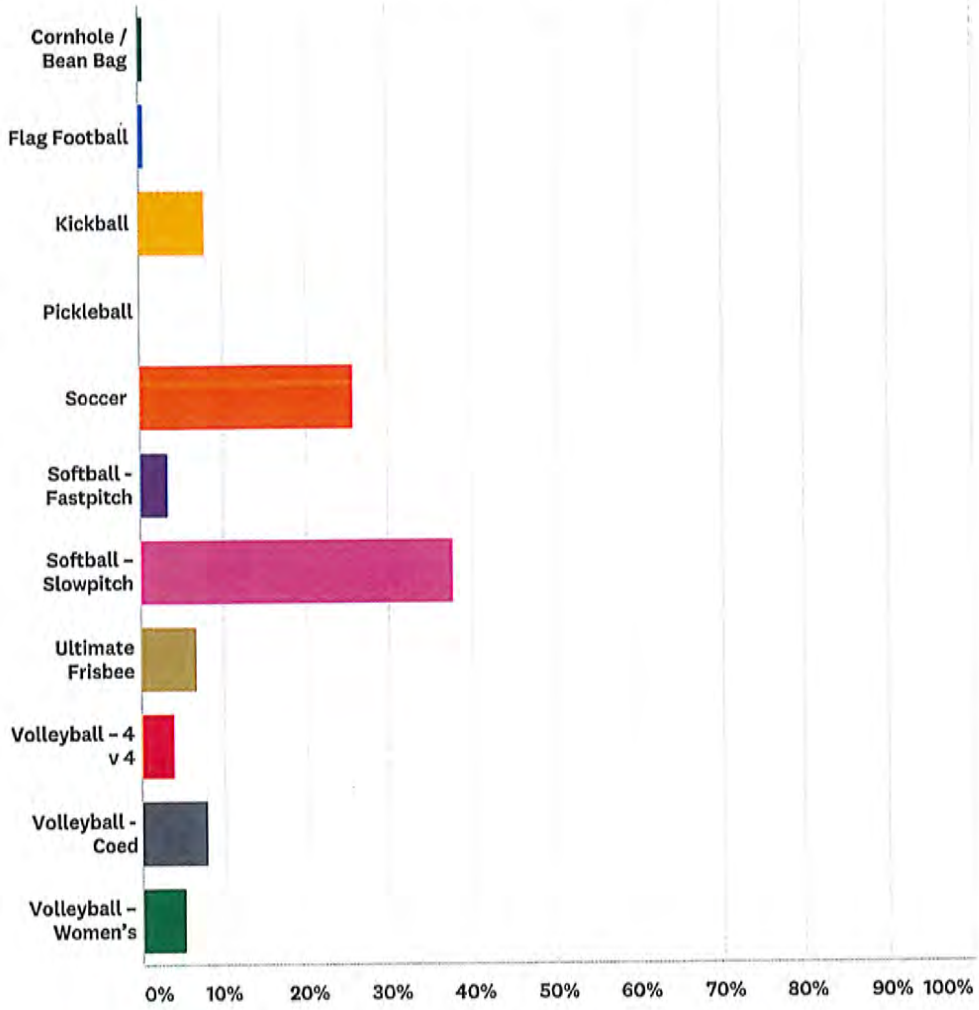


	5	4	3	2	1	TOTAL	WEIGHTED AVERAGE
The Coach was knowledgeable of rules and the game	58.57% 41	17.14% 12	17.14% 12	4.29% 3	2.86% 2	70	4.24
Your child's skills improved under Coach direction	48.57% 34	18.57% 13	21.43% 15	4.29% 3	7.14% 5	70	3.97
The Coach provided a safe environment.	82.86% 58	11.43% 8	4.29% 3	1.43% 1	0.00% 0	70	4.76
The Coach communicated well with and respected players	71.43% 50	14.29% 10	10.00% 7	4.29% 3	0.00% 0	70	4.53
The Coach gave each child equal playing time	74.29% 52	14.29% 10	10.00% 7	1.43% 1	0.00% 0	70	4.61
The Coach had the appropriate emphasis on winning at this age level	70.00% 49	20.00% 14	8.57% 6	1.43% 1	0.00% 0	70	4.59
The Official was knowledgeable of rules and the game.	47.14% 33	34.29% 24	11.43% 8	4.29% 3	2.86% 2	70	4.19
The Official was fair in judgement.	55.71% 39	28.57% 20	11.43% 8	1.43% 1	2.86% 2	70	4.33
The Official communicated with participants clearly.	55.71% 39	21.43% 15	15.71% 11	1.43% 1	5.71% 4	70	4.20

ADULT ATHLETIC LEAGUE EVALUATION

Q1 Sport:

Answered: 151 Skipped: 0

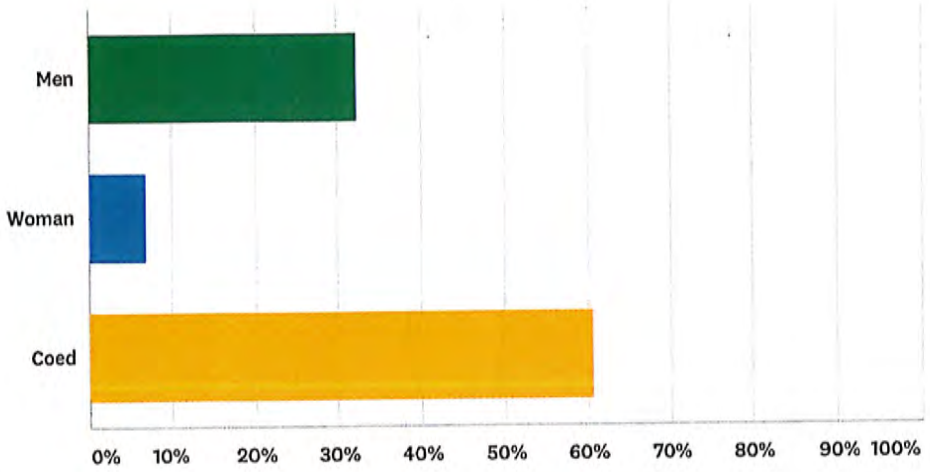


ANSWER CHOICES	RESPONSES	
Cornhole / Bean Bag	0.66%	1
Flag Football	0.66%	1
Kickball	7.95%	12
Pickleball	0.00%	0
Soccer	25.83%	39
Softball - Fastpitch	3.31%	5
Softball – Slowpitch	37.75%	57
Ultimate Frisbee	6.62%	10
Volleyball – 4 v 4	3.97%	6
Volleyball - Coed	7.95%	12

Volleyball – Women's	5.30%	8
TOTAL		151

Q2 What Division?

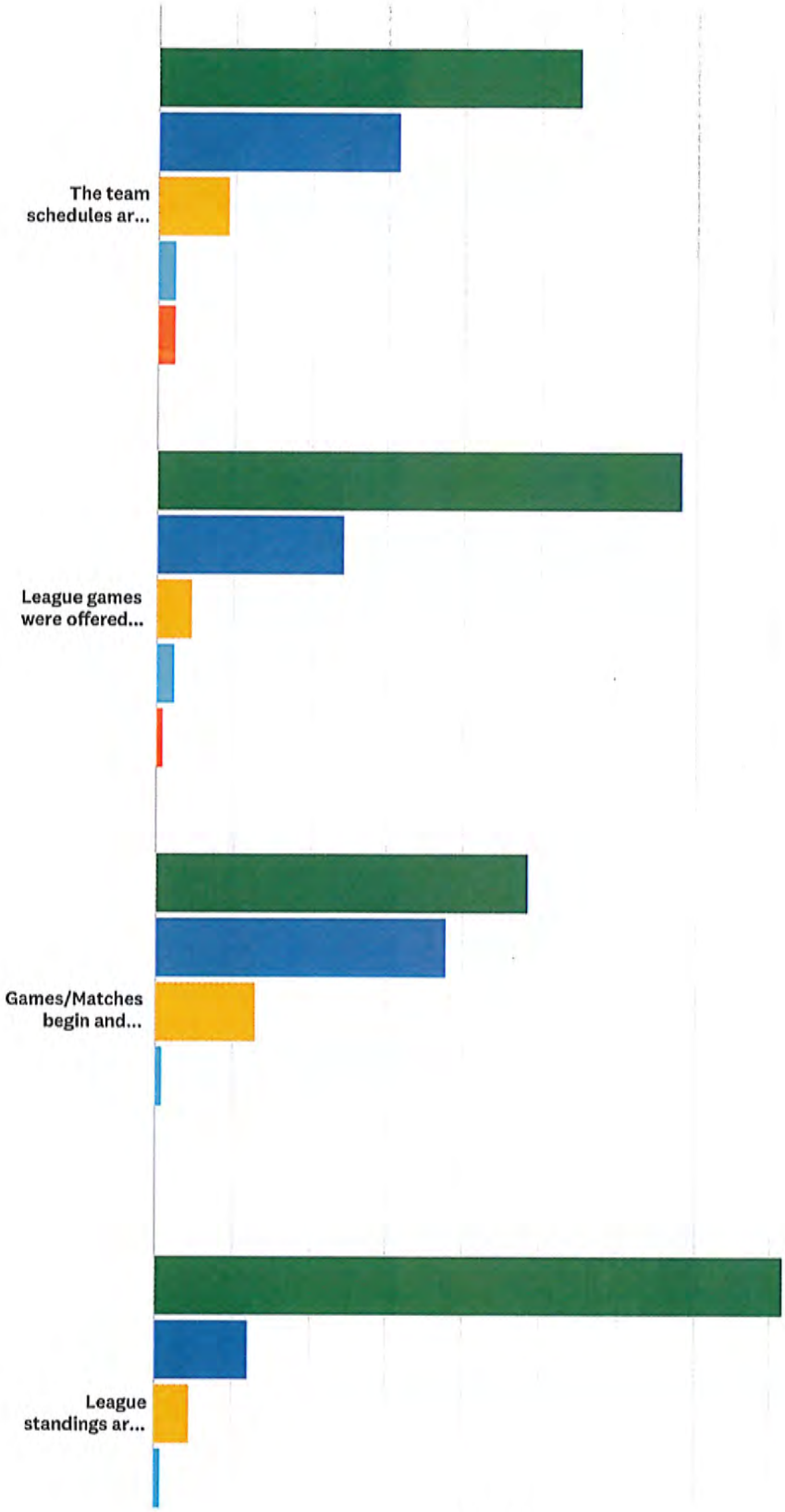
Answered: 130 Skipped: 21

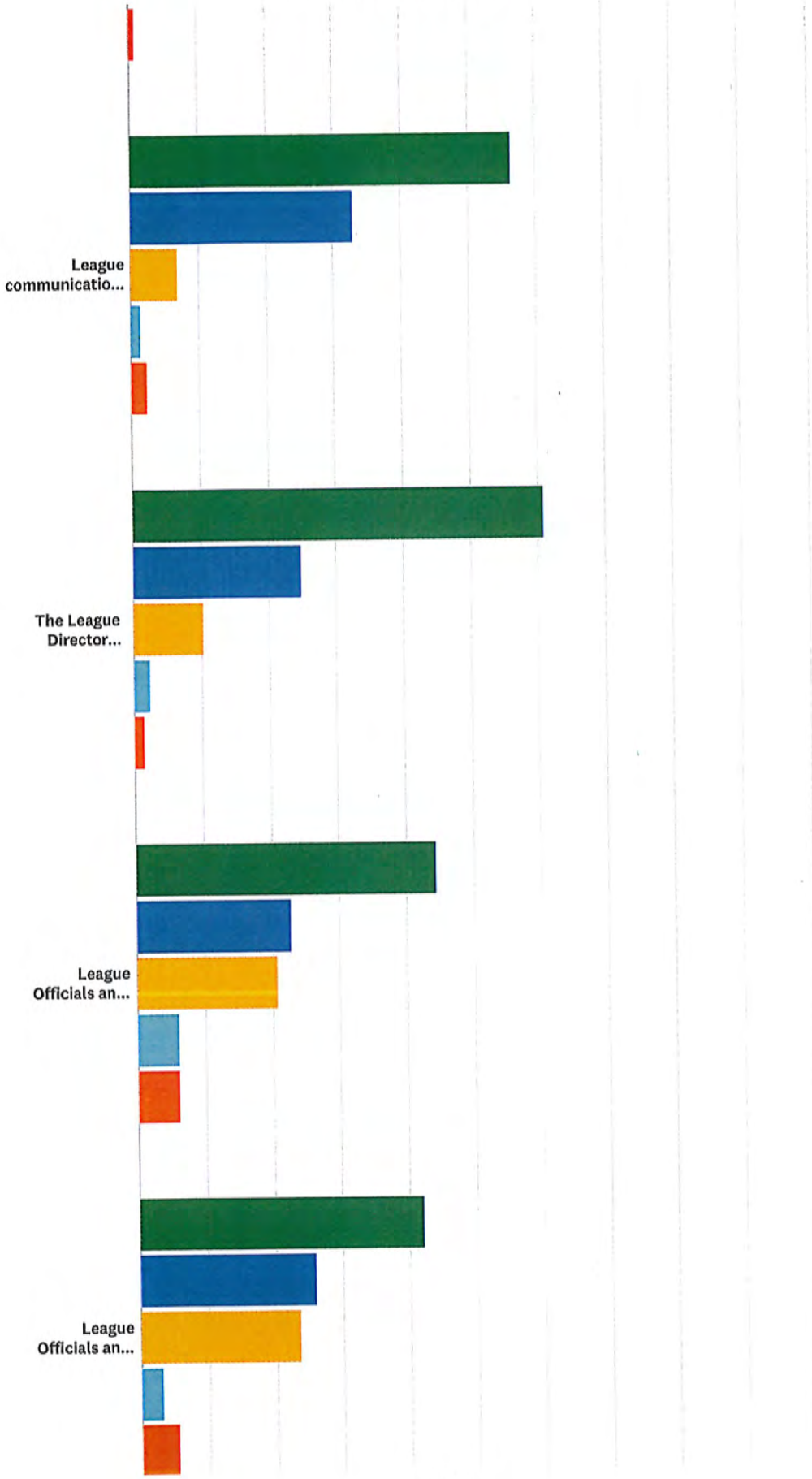


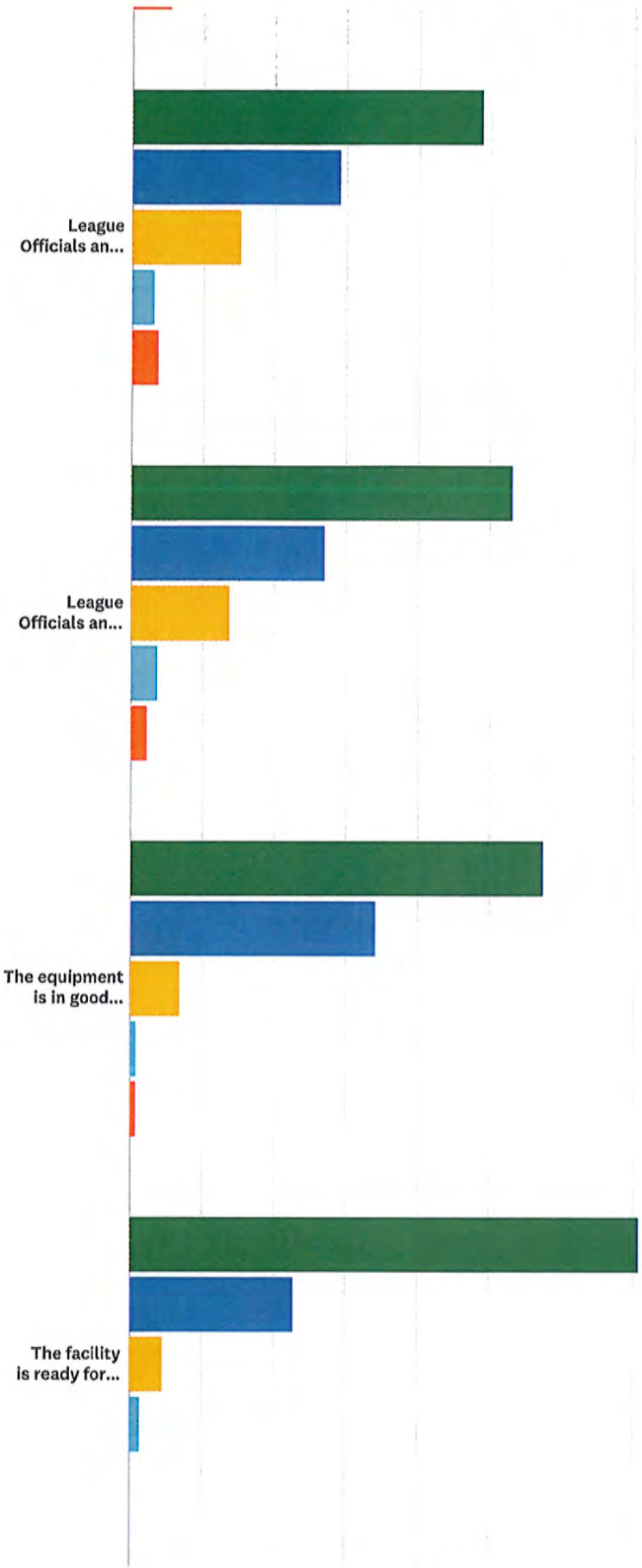
ANSWER CHOICES	RESPONSES	
Men	32.31%	42
Woman	6.92%	9
Coed	60.77%	79
TOTAL		130

Q3 Please rate 5 as High.....1 as Low

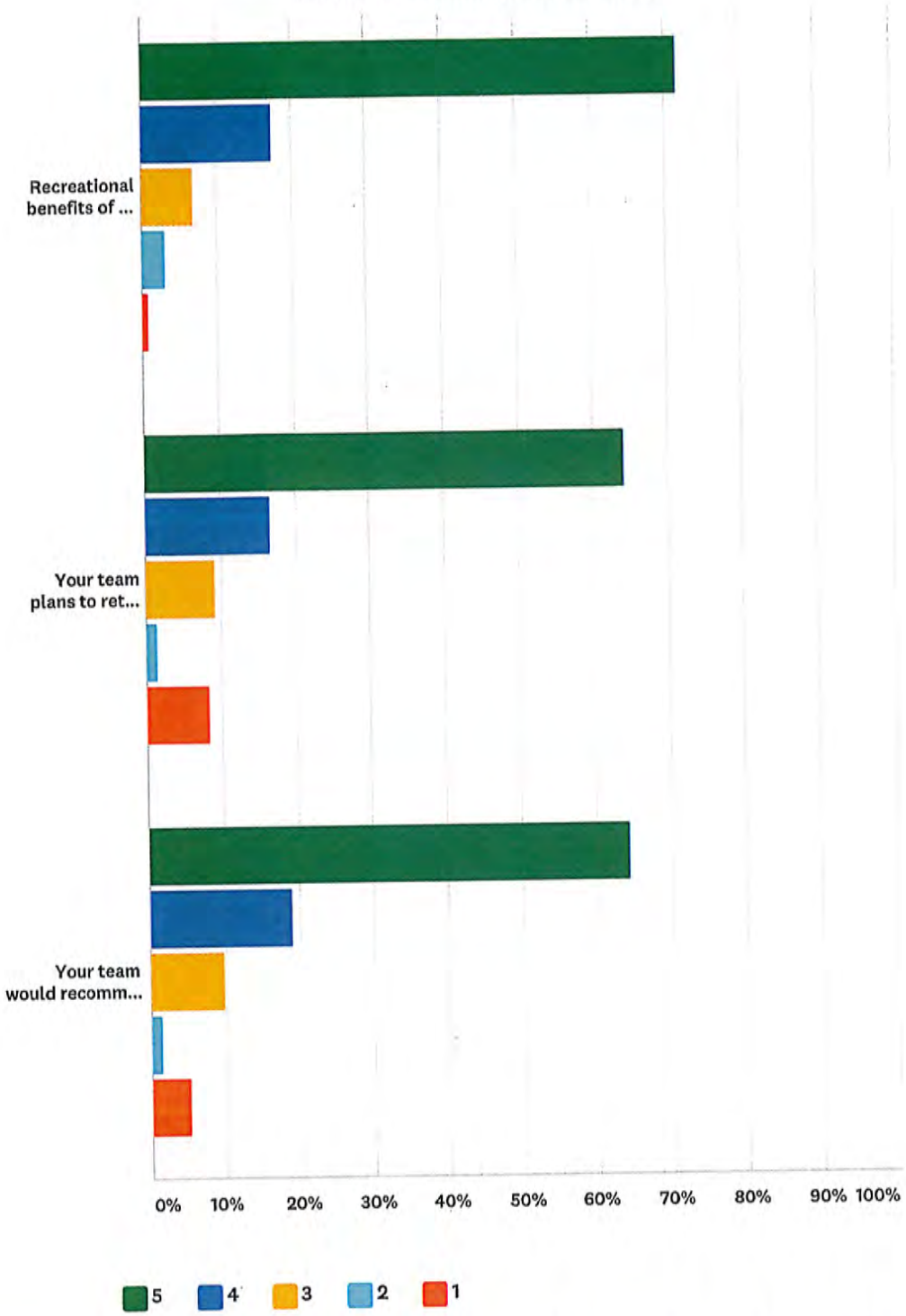
Answered: 132 Skipped: 19




League communicatio...
The League Director...
League Officials an...
League Officials an...


League Officials an...
League Officials an...
The equipment is in good...
The facility is ready for...

Adult Athletic League Evaluation

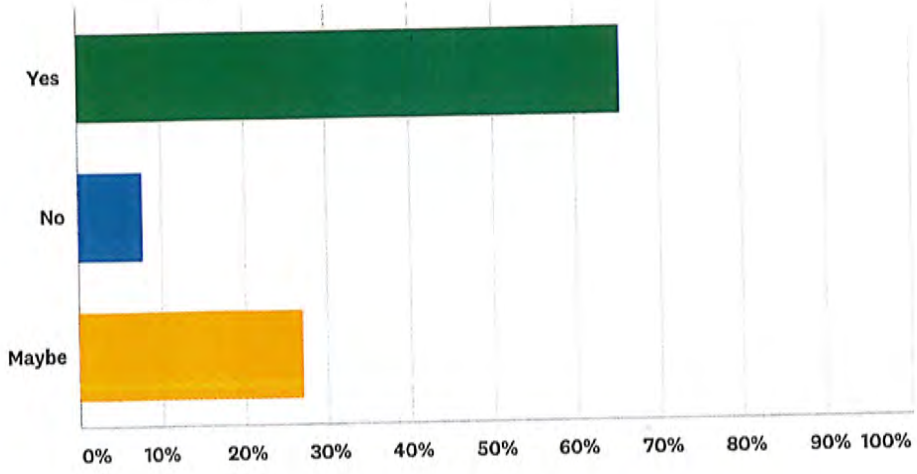


	5	4	3	2	1	TOTAL
The team schedules are fair and balanced.	54.96% 72	31.30% 41	9.16% 12	2.29% 3	2.29% 3	131
League games were offered at a convenient time and site.	68.18% 90	24.24% 32	4.55% 6	2.27% 3	0.76% 1	132
Games/Matches begin and conclude as scheduled.	48.48% 64	37.88% 50	12.88% 17	0.76% 1	0.00% 0	132
League standings are correct.	81.68% 107	12.21% 16	4.58% 6	0.76% 1	0.76% 1	131

League communication meets your team expectations.	56.49% 74	32.82% 43	6.87% 9	1.53% 2	2.29% 3	131
The League Director promptly responds to your needs.	60.94% 78	25.00% 32	10.16% 13	2.34% 3	1.56% 2	128
League Officials and Facility Supervisors are fair in judgement.	44.27% 58	22.90% 30	20.61% 27	6.11% 8	6.11% 8	131
League Officials and Facility Supervisors were knowledgeable of the rules.	41.98% 55	25.95% 34	23.66% 31	3.05% 4	5.34% 7	131
League Officials and Facility Supervisors communicated with participants.	48.85% 64	29.01% 38	15.27% 20	3.05% 4	3.82% 5	131
League Officials and Facility Supervisors responded to participant needs.	53.08% 69	26.92% 35	13.85% 18	3.85% 5	2.31% 3	130
The equipment is in good condition.	57.58% 76	34.09% 45	6.82% 9	0.76% 1	0.76% 1	132
The facility is ready for play on a consistent basis.	70.99% 93	22.90% 30	4.58% 6	1.53% 2	0.00% 0	131
Recreational benefits of the program met your needs.	71.76% 94	17.56% 23	6.87% 9	3.05% 4	0.76% 1	131
Your team plans to return next season.	64.12% 84	16.79% 22	9.16% 12	1.53% 2	8.40% 11	131
Your team would recommend this league to a sponsor or other players.	64.39% 85	18.94% 25	9.85% 13	1.52% 2	5.30% 7	132

Q4 Does your team plan to return next season?

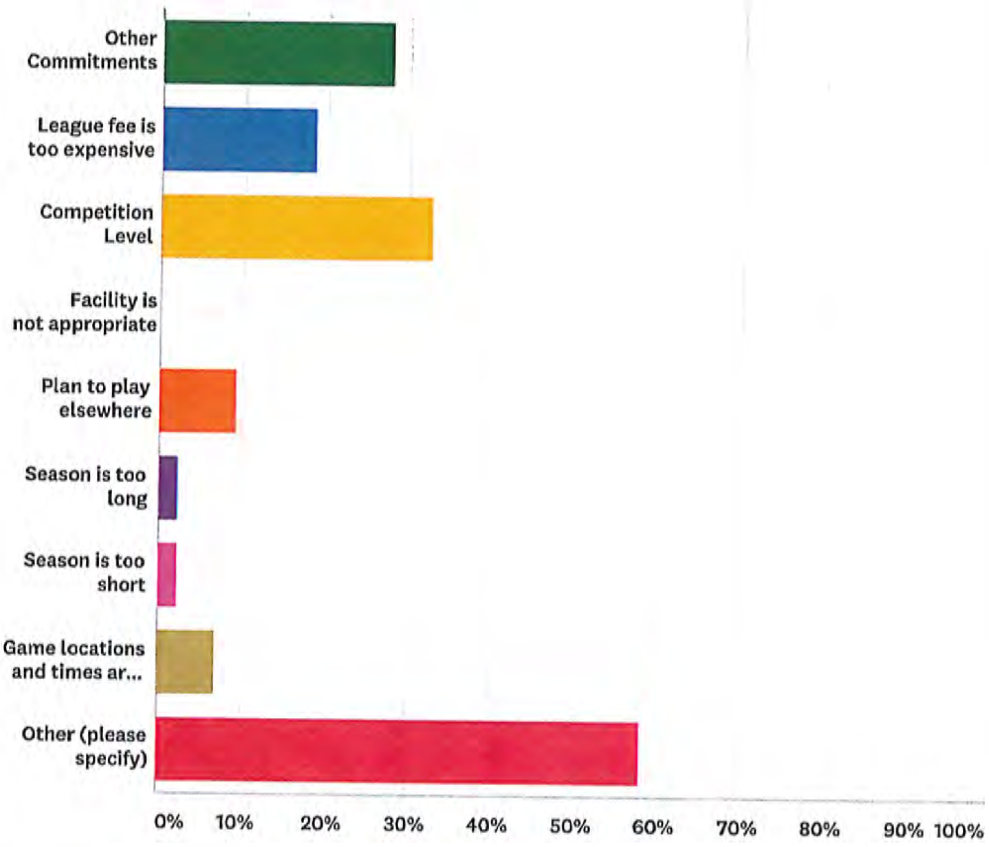
Answered: 130 Skipped: 21



ANSWER CHOICES	RESPONSES	
Yes	65.38%	85
No	7.69%	10
Maybe	26.92%	35
TOTAL		130

Q5 If no or maybe, please choose one of the following (you may choose more than one)

Answered: 43 Skipped: 108



ANSWER CHOICES	RESPONSES	
Other Commitments	27.91%	12
League fee is too expensive	18.60%	8
Competition Level	32.56%	14
Facility is not appropriate	0.00%	0
Plan to play elsewhere	9.30%	4
Season is too long	2.33%	1
Season is too short	2.33%	1
Game locations and times are not convenient	6.98%	3
Other (please specify)	58.14%	25

Total Respondents: 43

APPENDIX N

Fees & Licensing Schedule

Chap.	Line	License/Fee	Ordinance/ Statutory Authority	Last Increase	2017 Adopted Fee	2018 Adopted Fee
	A-226	Ambulance Fees - BLS - Non-Resident		2018	$1,050.00	$1,200.00
	A-227	Ambulance Fees - BLS Transfer Rate - Non-Resident		2013	$1,000.00	$1,000.00
	A-228	Ambulance Fees - ALS1 - Resident.		2018	$1,050.00	$1,100.00
	A-229	Ambulance Fees - ALS1 Transfer Rate - Resident.		2015	$1,000.00	$1,000.00
	A-230	Ambulance Fees - ALS1 - Non-Resident		2018	$1,150.00	$1,300.00
	A-231	Ambulance Fees - ALS1 Transfer Rate - Non-Resident		2017	$1,250.00	$1,250.00
	A-232	Ambulance Fees - ALS2 - Resident.		2018	$1,100.00	$1,200.00
	A-233	Ambulance Fees - ALS2 Transfer Rate - Resident.		2015	$1,100.00	$1,100.00
	A-234	Ambulance Fees - ALS2 - Non-Resident		2018	$1,300.00	$1,400.00
	A-235	Ambulance Fees - ALS2 Transfer Rate - Non-Resident		2013	$1,250.00	$1,250.00
	A-236	Ambulance Fees - Specialized Care Transport (SCT) - Resident - Plus Mileage.		2018	$1,300.00	$1,400.00
	A-237	Ambulance Fees - Specialized Care Transport (SCT) - Non-Resident		2018	$1,425.00	$1,600.00
	A-238	Ambulance Fees - Mileage - Per Mile. (Resident)		2016	$17.00	$17.00
	A-239	Ambulance Fees - Mileage - Per Mile. (Non-Resident)		2016	$17.50	$17.50
	A-240	Ambulance Fees - Oxygen.		2013	$71.00	$71.00
	A-241	Spinal Immobilization.		2017	$160.00	$160.00
	A-242	Ambulance Fees - On Scene Care - ALS - Resident.		2018	$975.00	$1,000.00
	A-243	Ambulance Fees - On Scene Care - ALS - Non-Resident		2018	$1,100.00	$1,200.00
	A-244	Ambulance Fees - Personal Medical Assist - Non-Emergency.		2009	$200.00	$200.00
	A-245	Ambulance Fees - Mutual Aid ALS Intercept.		2009	$230.00	$230.00
	A-246	Ambulance Fees - Helipad Transport/Flightcrew Transfer.		2013	$259.00	$259.00
	A-247	Ambulance Fees - Livery Transport.		2013	$584.00	$584.00
		MISCELLANEOUS DEPARTMENT FEES				
	D-102	Publication fee for New liquor/beer licenses - Limited to actual costs.		2012	Actual Cost	Actual Cost
	D-104	Publication fee for Renewal of liquor/beer licenses - Limited to actual costs.		2012	Actual Cost	Actual Cost
	D-106	Industrial Revenue Bond Application Fee. ($1,000 non-refundable due with application. $4,000 due at closing).		2009	$5,000.00	$5,000.00
	D-108	Letter of Zoning Assurances - Per Hour.		2013	$65.00	$65.00
	D-109	Phoenix Park Shelter/Amphitheatre - Monday through Friday - Per Hour (Charge applies up to eight [8] hours)		2016	$10/hour	$10/hour
	D-110	Phoenix Park Shelter/Amphitheatre - Saturday & Sunday - Per Hour (Charge applies up to eight [8] hours)		2016	$20/hour	$20/hour
	D-111	Park Shelter Rental or Reservation of Park Area - Monday through Friday - Per Hour (Charge applies up to eight [8] hours).		2016	$10/hour	$10/hour
	D-112	Park Shelter Rental or Reservation of Park Area - Saturday & Sunday - Per Hour (Charge applies up to eight [8] hours).		2016	$15/hour	$15/hour

Chap.	Line	License/Fee	Ordinance/ Statutory Authority	Last Increase	2017 Adopted Fee	2018 Adopted Fee
	D-113	Neighborhood Shelter/Pavilion (Except for Neighborhood Association meetings/events) Monday through Sunday - Per Hour (Charge applies up to eight [8] hours).		2016	$10/hour	$10/hour
	D-114	Alcohol / Beer Permit Fee - Two (2) or more barrels of beer and under 500 people.		2012	$40.00	$40.00
	D-116	Polygraphs.		2008	$300.00	$300.00
	D-118	Polygraphs - No Show fee for scheduled test.		2008	$100.00	$100.00
	D-120	Warrant Processing.		2013	$65.00	$65.00
	D-202	Parks, Police, and Public Works Vehicle Rental - Rates are established based on the actual costs for the last completed calendar year.		2013	Actual Cost	Actual Cost
	D-302	Athletic Facility Reservation Change Fee - Per Request/Occurrence. For requests after initial schedule is approved. Does not apply to weather cancellations.		2013	$15.00	$15.00
	D-302.1	Athletic Facility No Show - Late Cancellation Fee.		2017	$60.00	$60.00
	D-302.2	Athletic Facility Late Reservation Request - Per request, per occurrence. For requests submitted less than two weeks prior to event date.		2015	$30.00	$30.00
	D-304	Carson Park Football Field - Other Users $150 / hour; $1,100 / 8 hour day.		2016	$150 / Hour with lease $250 / Hour without lease $1,750 / Day	$150 / Hour with lease $250 / Hour without lease $1,750 / Day
	D-306	Carson Park Baseball Field - Non Admission Events $110 Game / $165 DH; Admission Charged Events $145 Game / $215 DH; $360 / Day Tournaments - Full field preparation for first or single game, minimal maintenance between games, 3 Game Maximum.		2013	$140 S/$210 DH $185 S/$275 DH $460 Tourney	$140 S/$210 DH $185 S/$275 DH $460 Tourney
	D-306.1	Carson Park Baseball Field - Non-Baseball Special Event and Other Users. Per hour.		2011	$225 / Hour	$225 / Hour
	D-306.2	Baseball/Softball Field Rental (prep charges not included, waived for groups with lease agreements)		2016	$31/up to 5 hours and $96 over 5 hours/full day	$31/up to 5 hours and $96 over 5 hours/full day
	D-306.3	Carson Softball Field Prep - Hobbs /Gelein. Per field, per prep (minimum every 3 games)		2016	$75.00	$75.00
	D-306.4	Carson Softball Field Prep - Hobbs /Gelein. Staff on overtime. Per field, per prep (minimum every 3 games)		2016	$115.00	$115.00
	D-306.5	Baseball/Softball Field Prep Bollinger, Fairfax, Jeffers, Kessler, Mt Simon, Newell, Zephyr Per field, per prep (minimum every 3 games)		2016	$60.00	$60.00
	D-306.6	Multi-Purpose Field Use Per Day/Field (Soccer & Rugby).		2014	$70.00	$70.00
	D-306.7	Baseball/Softball Field Prep - Staff on Overtime.		2016	$90.00	$90.00
	D-306.8	Soccer/Football Multi-Purpose Field. Layout and Initial Lining.		2016	$200 Soccer $300 Football	$200 Soccer $300 Football
	D-306.9	Baseball & Softball - Youth Athletic Organizations with Lease Agreement (field prep only, waive reservation charge)		2013	75% of field prep charge	75% of field prep charge
	D-306.10	Soccer - Per Athletic Lease Agreement.		2011	Per lease agreement	Per lease agreement
	D-306.11	Soccer Park - $70 / field / day. Entire Complex - $560 / day. For groups without a Lease Agreement.		2014	$70 Field $560 Complex	$70 Field $560 Complex
	D-307	Late Payment Fee.		2017	$37.00	$37.00
	D-308	Non-Sufficient Funds (NSF) Fee for Water Utility payment (per PSC Rate).		2016	$36.00	$36.00
	D-309	Non-Sufficient Funds (NSF) Fee for all other payments.		2013	$36.00	$36.00
	D-310	Dog Park Yearly Fee - Residents per calendar year. Half of yearly fee if the dog park fee is paid after July 1 of the current licensing year. NON-REFUNDABLE.		2018	$20.00	$25.00
	D-311	Dog Park Yearly Fee - Non-Residents per calendar year. Half of yearly fee if the dog park fee is paid after July 1 of the current licensing year. NON-REFUNDABLE.		2018	$28.00	$33.00
	D-312	Dog Park Daily Fee.		2018	$4.00	$5.00
	D-313	Drop In Parks & Recreation Program - Youth (17 Yrs. & Under).		2017	$4.00	$4.00
	D-313.1	Drop In Parks & Recreation Program - Adult		2017	$4.00	$4.00

Chap.	Line	License/Fee	Ordinance/ Statutory Authority	Last Increase	2017 Adopted Fee	2018 Adopted Fee
	D-313.2	Drop In Parks & Recreation Program - Punch Card "City Pass" (12 - $4 Admissions, Double Punch for $8 Admission)		2017	$40.00	$40.00
	D-314	CAFR or Budget Document - Each - Plus Postage (Document is available on the City's web site at no cost)		2013	$40.00	$40.00
	D-315	Tree Planting Fee	8.28.102	2017	$150 per tree	$150 per tree
		DIGITAL AERIAL PHOTOGRAPHY				
	D-420	Paper Copy - Color Aerial Photo 8 1/2" x 11" $1.00 per copy, 11" x 17" $2.00 per copy, Custom Size $10.00 per copy.		2008	$1/$2/$10 Per Copy	$1/$2/$10 Per Copy
	D-421	Electronic Digital Copy - Digital Color Photography (Includes CD) - $45.00 per 1/4 Section.		2008	$45 per 1/4 Section	$45 per 1/4 Section
	D-422	Electronic Digital Copy - Digital Color Orthophotography (Includes CD, 2' Contour Interval) - $90.00 per 1/4 Section.		2008	$90 per 1/4 Section	$90 per 1/4 Section
	D-423	Electronic Digital Copy - Custom Digital GIS Planimetric & Orthophotography (On CD) - Set Up Charge $42.00, 1 Hour Minimum, Additional $21.00 per 1/2 Hour Increments, Digital File Creation $0.24 per acre with a 10 Acre Minimum ($2.40), CD $10.00 each (Includes Burning & Mailing).		2008	$42 Set Up Plus $21 Per 1/2 Hour Additional $0.24 Per Acre, $10 Per CD	$42 Set Up Plus $21 Per 1/2 Hour Additional $0.24 Per Acre, $10 Per CD
		FIRE / LEVEL A APPARATUS / MAINTENANCE / SUPPLIES				
	F-400	Engine - Per Hour.		2018	$166.00	$171.00
	F-401	Ladder/Quint - Per Hour.		2018	$200.00	$206.00
	F-402	Snorkel - Per Hour.		2018	$200.00	$206.00
	F-403	Tanker (Street Department) - Per Hour.		2018	$166.00	$171.00
	F-404	Hazardous Materials Van & Trailer - Per Hour.		2018	$200.00	$206.00
	F-405	Field Command Car - Per Hour.		2018	$61.00	$63.00
	F-406	Field Command Van - Per Hour.		2018	$200.00	$206.00
	F-407	Brush Unit - Per Hour.		2018	$139.00	$143.00
	F-408	Boat - Per Hour.		2018	$61.00	$63.00
	F-409	Ambulance Standby - Per Hour - Does not include transport fees.		2018	$79.00	$81.00
	F-410	Mileage - Per Mile.		2015	$5.00	$5.00
	F-411	Materials & Supplies. Cost, Plus 15%.		2004	Cost + 15%	Cost + 15%
	F-412	Field Maintenance. Parts & Labor, Plus 15%.		2004	Parts & Labor + 15%	Parts & Labor + 15%
	F-413	CAT - Per Hour.		2018	$61.00	$63.00
	F-414	Precept fee for students training on City equipment - Per Assignment.		2017	$42.00	$42.00
	F-415	Foster Home Inspection.		2018	$63.00	$65.00
	F-416	Large - Community Based Residential Facility Inspection.		2018	$63.00	$65.00
	F-417	Small - Community Based Residential Facility Inspection.		2018	$63.00	$65.00
	F-418	Fire suppression systems installation site inspection, 1-50 heads.		2018	$63.00	$65.00
	F-419	Fire suppression systems installation site inspection, 51-250 heads.		2018	$92.00	$95.00
	F-420	Fire suppression systems installation site inspection, 251-500 heads.		2018	$122.00	$126.00
	F-421	Fire suppression systems installation site inspection, over 500 heads.		2018	$152.00	$157.00

Chap.	Line	License/Fee	Ordinance/ Statutory Authority	Last Increase	2017 Adopted Fee	2018 Adopted Fee
	F-422	Temporary Tent / Greenhouse Inspection - Including Permit.		2017	$52.00	$52.00
	F-423	Fire Alarm Testing.		2018	$63.00	$65.00
	F-424	Suppression Systems Other Than Sprinklers - New Installation Inspection.		2018	$50.00	$52.00
	F-425	Environmental Site Assessment		2017	$40.00	$40.00
		SPECIAL EVENT FEES				
	SE-001	Block Party - Exempt.			No Fee	No Fee
	SE-002	Portable Grill Rental - Per Grill		2010	$35.00	$35.00
	SE-003	Temporary Food Permit. See lines H-360 and H-370 in Board of Health Addendum.			See Lines H-360 and H-370	See Lines H-700 and H-722
	SE-004	Food Concessions Fee for Fire Inspection of Propane when Required.		2014	$30.00	$30.00
	SE-005	Temporary Fencing - Not for Alcohol Control - Installed by City Staff - Fencing - Per Lineal Foot.		2006	$0.50	$0.50
	SE-006	Utility Location when using tents with ground stakes.		2014	$30.00	$30.00
	SE-007	Stand-by Fees for Fire Equipment. See Section F - Department Fees.			See Department Fees	See Department Fees
	SE-008	Special Event Application/Permit Fee - Per Event.		2014	$60.00	$60.00
	SE-009	Alcohol Concessions Fee Sales - Class B. An Event with Two (2) or More Barrels & Over 500 People Also Requires a Special Event Permit and an Alcohol License. $220 Per Day for Park Services - $180/2 Hours Police Services - $18 Application Fee Required for License Review.		2008	$220 per day for Park Services $50 per hour for Police Department staff services (if requested by applicant or required by Police Department) $18 app fee required for license review.	$220 per day for Park Services $50 per hour for Police Department staff services (if requested by applicant or required by Police Department) $18 app fee required for license review.
	SE-010	Intersection fee for street closures (Parades, Runs). Per Closed Block.		2014	$70.00	$70.00
	SE-011	Barricade Rental - Each.		2014	$6.00	$6.00
	SE-012	Off Street Parade/Run Fee/Festival - Per Day.		2014	$30.00	$30.00
	SE-013	Traffic Control Vests/Cones Rental - Each - Per Event.		2014	$2.00	$2.00
	SE-015	No Parking Signs - Each (Available at CMF).			$0.50	$0.50
	SE-016	Street Sweeping - Street Department Actual Labor Cost and Equipment Rental.			Actual Cost	Actual Cost
	SE-017	200 AMP Electrical Panel (Carson Park Event Area) - Per Day - Per Panel.		2014	$15.00	$15.00
	SE-018	Use of City's "spider box" (electrical extension equipment)		2017	$75.00 per event	$75.00 per event
	SE-019	Extra garbage or recycling carts (beyond the 12 provided free of charge)		2017	$5.00 per cart	$5.00 per cart
		STATE MANDATED FEES				
	ST-100	Second-hand Article Dealer - Per Year	SS 134.71(11) Limit = $27.50		$27.50	$27.50
	ST-101	Second-hand Jewelry Dealer - Per Year.	SS 134.71(11) Limit = $30		$30.00	$30.00
	ST-102	Mall Dealer/Flea Market - Per Year	SS 134.71(11) Limit = $165		$165.00	$165.00
	ST-103	Pawnbroker Business License - Per Year, Plus $1 Per Billable transaction, Plus Current Per Transaction Fee From APS.	SS 134.71(11)(a) Limit = $210	2011	$210 Plus $1 Plus APS Fee Per Transaction	$210 Plus $1 Plus APS Fee Per Transaction

HOBBS MUNICIPAL ICE CENTER FEES

LINE #	FEES	LAST INCREASE	2016-2017 ADOPTED FEES (09-01-16 to 08-31-17)	2017-2018 ADOPTED FEES (09-01-2017 to 08-31-18)	2018-2019 ADOPTED FEES (09-01-2018 to 08-31-19)
Hobbs-1	Hobbs Ice Rental - F/W Prime Time - O'Brien & Akervik Rinks - Per Hour. Weekdays 1pm to 12am, AND all weekends. September 1 through April 30.	2014	$175.00	$175.00	$175.00
Hobbs-2	Hobbs Ice Rental - F/W Prime Time - Hughes Studio Rink - Per hour weekdays 1pm to 12am, AND all weekends. September 1 through April 30.	2017	$143.00	$148.00	$148.00
Hobbs-3	Hobbs Ice Rental - F/W Non Prime Time - All Rinks - Per hour weekdays 12am to 1pm, September 1 through April 30.	2017	$143.00	$115.00	$115.00
Hobbs-4	Hobbs Ice Rental - Summer Ice - O'Brien & Akervik - Per hour May 1 through August 31	2017	N/A	$148.00	$148.00
Hobbs-5	Hobbs Ice Rental - Summer Ice - Hughes - Per hour May 1 through August 31	2017	N/A	$126.00	$126.00
Hobbs-6	Hobbs Event - Dry Floor Special Event - Daily Rental Per Rink, plus any additional custodial overtime related to the event.	2011	$1,000.00	$1,000.00	$1,000.00
Hobbs-7	Hobbs Hourly - Dry Floor.	2014	$125.00	$125.00	$125.00
Hobbs-8	Hobbs Hockey Event - O'Brien Rink - Varsity Single Game	2014	$775.00	$775.00	$775.00
Hobbs-9	Hobbs Hockey Event - O'Brien Rink - JV/Varsity Game Combined	2014	$975.00	$975.00	$975.00
Hobbs-10	Hobbs Hockey Event - Akervik Rink - Varsity Single Game	2014	$575.00	$575.00	$575.00
Hobbs-11	Hobbs Hockey Event - Akervik Rink - JV/Varsity Game DH.	2014	$775.00	$775.00	$775.00
Hobbs-12	Hobbs Event - Birthday Party Reservation Fee (available during open skate hours only). Includes: Open skate admission (10 youth/2 adults), 12 hot dog/pizza meal deals, and room space provided. Any additional person beyond 12 is $8.00 per person.	2014	$125 (up to 12) plus $8 for each add'l person	$125 (up to 12) plus $8 for each add'l person	$125 (up to 12) plus $8 for each add'l person
Hobbs-13	Hobbs Event - Food (Excludes Birthday Parties) - Per Event.	2010	$100.00	$100.00	$100.00
Hobbs-14	Hobbs Drop In Program	2017	$6.00	$4.00	$4.00
Hobbs-15	Hobbs Skate Rental - Skates are ONLY available to use during Open Skate Sessions at the Hobbs Municipal Ice Center.	2017	$3.00	$4.00	$4.00
Hobbs-16	Hobbs Ice Resurface Charge	2014	$42.50	$42.50	$42.50
Hoobs-17	Hobbs Locker Room - Cleaning Fee	2015	$50.00	$50.00	$50.00
Hobbs-18	Hobbs Room Rental - Mezzanine (5 spaces available A, B, C, E, F) - No Cost.	2010	$0.00	$0.00	$0.00
Hobbs-19	Hobbs Room Rental - Meeting/Party Room/Conference Room - Per Hour.	2014	$30.00	$30.00	$30.00
Hobbs-20	Hobbs Room Rental - Club Viewing Room - Per Hour / Per Day	2014	$75.00 / Hour $600.00 / Day	$75.00 / Hour $600.00 / Day	$75.00 / Hour $600.00 / Day
Hobbs-21	Hobbs Room Rental - Club Viewing Room - Per Varsity Game	2016	$100 / Game	$100 / Game	$100 / Game
Hobbs-22	Hobbs Room Rental - Kitchen (includes food fee)	2016	$150	$150	$150
Hobbs-23	Hobbs Room Rental - Audio/Video	2016	$30	$30	$30

FAIRFAX OUTDOOR POOL FEES

LINE #	FEES	LAST INCREASE	2017 ADOPTED FEES	2018 ADOPTED FEES
Pool - 1	Daily Admission - Infant/Toddler 2 Yrs. & Under		$0.00	$0.00
Pool - 2	Daily Admission - Youth 3 Yrs. to 17, Adult, Lamp Swim, and Water Aerobics	2016	$4.25	$4.25
Pool - 3	Daily Admission - Group (15 or more persons) Youth groups must be accompanied by a minimum of 2 adult supervisors.	2016	$3.75	$3.75
Pool - 4	Season Pass - Youth Resident.	2016	$52.00	$52.00
Pool - 5	Season Pass - Adult Resident.	2016	$64.00	$64.00
Pool - 6	Season Pass - Family Resident - three persons.	2016	$123.00	$123.00
Pool - 7	Season Pass - Family Resident - four persons.	2016	$128.00	$128.00
Pool - 8	Season Pass - Family Resident - five persons.	2016	$133.00	$133.00
Pool - 9	Season Pass - Youth Non-resident.	2016	$75.00	$75.00
Pool - 10	Season Pass - Adult Non-resident.	2016	$87.00	$87.00
Pool - 11	Season Pass - Family Non-resident - three persons.	2016	$180.00	$180.00
Pool - 12	Season Pass - Family Non-resident - four persons.	2016	$185.00	$185.00
Pool - 13	Season Pass - Family Non-resident - five persons.	2016	$190.00	$190.00
Pool - 14	Season Pass - Additional family member (Resident or Non-Resident).	2009	$5.00	$5.00
Pool - 15	Super Pass - Must be purchased with a Family Membership.	2016	$15.00	$15.00
Pool - 16	Pool Rental (2 hours) 100 people or less. ($2.00 for additional person)	2016	$225.00	$225.00
Pool - 17	Pool Rental (2 hours) 300 people or more.	2016	$525.00	$525.00
Pool - 18	Pool Picnic Pavilion Rental - Per Hour - Monday through Sunday (for groups up to 30 people).		$10/hour	$10/hour
***	Discount on season passes purchased between February 1 and May 15 (prior to the pool season)		10% discount	10% discount
***	Discount on season passes purchased between December 1 and January 31 (prior to the pool season)		20% discount	20% discount

APPENDIX O

Marketing Plan Matrix

Eau Claire Park, Recreation, & Forestry Department
Marketing Plan Matrix

UPDATED: October 2017

Responsibility	Primary Agent	Secondary Agents	Measures	Frequency	Process/Objectives/Methods
Administration	Department Director	Superintendnents of Parks/Forestry, and Recreation			Develop a branding program that is clear, concise, and consistently communicated throughout the Department and with all media tools
Administration	Department Director	Superintendnents of Parks/Forestry, and Recreation			Continue training and ongoing learning programs for staff so that they have the knowledge and tools to implement the marketing activities associated with this strategy
Administration	Department Director	Superintendnents of Parks/Forestry, and Recreation			Strengthen working relationships with other community partners such as schools, nonprofit service providers, public safety, and the business community to support the achievement of this strategy
Administration	Department Director	Superintendnents of Parks/Forestry, and Recreation			Develop presentations for community organizations, youth groups, parent groups and other stakeholders that will promote the Department's programs and the visionary tagline
Administration	Department Director	Superintendnents of Parks/Forestry, and Recreation			Develop an awareness program that increases decision-makers' knowledge and understanding of ways in which the Parks, Recreation, and Forestry Department programs, facilities, and services promote identified outcomes, fulfill needs of target markets, and achieve strategic initiatives
Administration	Department Director	Superintendnents of Parks/Forestry, and Recreation			Community Relations (presentations, civic involvement/engagement)
Administration	Department Director	Superintendnents of Parks/Forestry, and Recreation			Presentation and use of Department Logo
Administration	Department Director	Superintendnents of Parks/Forestry, and Recreation			Department Tagline campaign "Live, Life, Better"
Administration	Department Director	Superintendnents of Parks/Forestry, and Recreation			Hire Marketing Consultant from Otter Creek Communications to develop a written marketing and communications plan
Administration	Department Director	Administrative Support Team			Message Center Digital Displays
Parks/Forestry	Superintendnent of Parks/Forestry	Park and Facility Supervisors			Facility & Informational Signage
Recreation	Superintendent of Recreation	Program/Facility Supervisors			Media Relations (news releases, interviews, event schedules, articles)
Recreation	Superintendent of Recreation	Program/Facility Supervisors			Promotional Items
Recreation	Superintendent of Recreation	Program/Facility Supervisors			Promoting Healthy Options (vending and concessions)
Recreation	Superintendent of Recreation	Program/Facility Supervisors			Promoting Wellness opportunities and information
Recreation	Superintendent of Recreation	Program/Facility Supervisors, Administrative Support Team			Develop and implement a marketing campaign to build community awareness regarding access to programs, facilities, and services to include scholarship programs, ADA compliance and assistance, registration services, and other logistics
Recreation	Superintendent of Recreation	Program/Facility Supervisors, Administrative Support Team			Paid Advertisments (Leader Telegram, Volume One, Clear Channel, Maverick Media, dasher boards)
Recreation	Superintendent of Recreation	Program/Facility Supervisors, Administrative Support Team			Electronic Communications (Facebook posts, email, website information, ECASD electronic newsletters, City newsletter, Twitter)
Recreation	Program/Facility Supervisors	Administrative Support Team			Printed Materials (prime times, newsletters, brochures, flyers, maps)
Recreation	Program/Facility Supervisors	Administrative Support Team			Maintenance of Databases (customers, media, volunteers)
Recreation	Fairfax Program/Facility Supervisor	Fairfax Pool Managers			Fairfax Maxx Mascot

APPENDIX P

Schedule of Review

RECREATION PROGRAM PLANNING

SCHEDULE OF REVIEW

Recreation Division Team Meeting

These topics and documents are reviewed, analyzed, and updated during recreation division team meetings directed by the Superintendent of Recreation. Recreation Division meetings are scheduled weekly. Items listed may be presented at any meeting during the month specified.

January
Review and Update:
Recreation Program Standards & Outcomes
Selection of Program Content
Scope of Program Opportunities
Community Education for Leisure
Participation Barriers
Licensing Spreadsheet

February
Marketing Approach
- Review Advertising Methods
- Update Primary Contact Databases
- Review Creating Identity
- Review Promoting Wellness

Technology Utilization
- Review Software Programs
- Review Web-Based Information
- Review and Update Social Media Plan

March
Review and Update:
Participant Involvement
Self-Directed Programs and Services
Leader-Directed Programs and Services
Facilitated Programs and Services
Fee-Based Programs and Services
Cooperative Programming and Collaboration
Outreach to Underserved Populations

April
Review and Update:
Volunteer Recruitment and Retention
Safety Plans & Emergency Action Plans
Customer Services and Responsiveness

May
Payroll Planning

June
CIP Planning
Complete CIP & Budget Information

July
Operation Budgets & Payroll Planning

August
Program Evaluation Analysis
Complete Program and Service Determinants Worksheet

September
Funding Resources & Pricing Strategies
- Purchasing & Bidding Procedures
- Fees and Charges
- Cost Recovery
- Funding Resources
- Achieving Financial Sustainability

October
Update Recreation Activities Matrix
Update Program Life Cycle Analysis
Review Internal Needs Assessment
Review and Update Program Outcomes Summary
Review Facility Inventory and Utilization

November
Update Recreation Provider Inventory
Update Athletic Facility Inventory
Review Community Demographic Profile
Review and Identify Recreation Trends

December
Review of Strategic Planning Initiatives
Review of Mission, Vision, and Values
Review of Plan Summary & Recommendations
Team Development
- Establish Goals
- Review Job Descriptions
- Review Recruitment Procedures
- Update Orientation Schedules
- Establish Training Opportunities

APPENDIX Q

Administrative Time Line

Recreation Division Administrative Time Line 2017-18

School Dates & Facility Requests

M, October 2, 2017	2018 Calendar Year Facility Requests to Dawn & Patty (fields, pavilions/shelters) and Hobbs Meeting/Conference Rooms
M, October 2, 2017	ECASD Summer 2018 Dates Due
F, October 27, 2017	Send to ECASD
W, March 28, 2018	Hobbs Ice/Club Room Requests to Patty (Sept 2018 – Aug 2019)
W, March 28, 2018	Fall/Winter/Spring 2018-19
F, April 27, 2018	Send to ECASD
F, May 25, 2018	Request Returned with Approval from ECASD

Prime Times

Spring/Summer Brochure 2018

F, September 29, 2017	Class information to Patty
M, October 2, 2017	Enter Classes into Max Galaxy
M, October 30, 2017	Export Classes, Begin Formatting Prime Times
T, November 14, 2017	Internal Prime Times Proof – Rec & Park Teams
T, November 28, 2017	Proof Returned to Patty
F, December 1, 2017	PT Corrections Completed
T, December 5, 2017	Final Internal PT Proof for Rec Team Review
F, December 8, 2017	PT Final Corrections
F, December 15, 2017	Ad Deadline (checks payable by this date)
M, January 8, 2018	1st Copy to printer
M, January 22, 2018	1st Proof to ECPR
W, March 7, 2018	Prime Times Distribution (no mailing)
W, April 4, 2018	Online Registration Begins
Th, April 5, 2018	ECASD Resident Registration Begins
M, April 9, 2018	Non-ECASD Resident Registration Begins
M, June 11, 2018	Classes Begin (no classes July 2, 3, 4, 5, 6)
F, August 3, 2018	Classes Conclude

Fall/Winter Brochure 2018-19

F, April 27, 2018	Class information to Patty
M, April 30, 2018	Enter Classes into Max Galaxy
T, May 15, 2018	Ad Deadline (need checks by this date)
M, May 14, 2018	Export Classes, Begin Formatting Prime Times
T, May 15, 2018	Internal Prime Times Proof – Rec & Park Teams
T, May 22, 2018	Proof Returned to Patty
F, May 25, 2018	PT Corrections Completed
T, May 29, 2018	Final Internal PT Proof for Rec Team Review
F, June 1, 2018	PT Final Corrections
M, June 18, 2018	1st Copy to printer
M, July 2, 2018	1st Proof to ECPR
M, August 6, 2018	Prime Times Distribution (no mailing)
W, September 5, 2018	Online Registration Begins
Th, September 6, 2018	Registration Begins
M, September 10, 2018	Non-Resident Registration Begins

Recreation Bids

W, December 6, 2017	Clothing Bid (update shared file document)
W, December 6, 2017	Equipment Bid (update shared file document)
W, December 6, 2017	First Aid Bid (update shared file document)
W, December 6, 2017	Art Bid (update shared file document)
Order on your own	Trophy Bid (Trophy House)
W, July 29, 2020	Concession Bids (Hot Bevs) (3 year 2021, 2022, 2023)
W, July 29, 2020	Prime Times Bid (3 year 2021, 2022, 2023)
W, July 29, 2020	Photography Bid (3 year 2021, 2022, 2023)
W, July 29, 2020	Entertainment Bid (3 year 2021, 2022, 2023)

Personnel

Su, October 1, 2017	General Orientation (1:30pm @ Hobbs)
W, December 13, 2017	General Orientation (6:00pm @ Pinehurst)
W, May 23, 2018	Program Director/Manager Meeting (4:30pm @ Hobbs)
Sa, May 26, 2018	General Orientation (8:30am @ Fairfax)
W, May 30, 2018	General Orientation (4:00pm @ Hobbs)
January 1	Clear Fall / Begin Summer
July 1	Clear Summer / Begin Fall

Waterways/Council Presentations

November/December 2021	Summer School (Dawn)
January/February 2018	Fairfax Pool (Chad)
January/February 2018	Hobbs Ice Center (Pat)

Final Reports

April 15	2017-18 Athletic Season & 2018 Instructional Winter
September 15	2017-18 Athletic Season & 2018 Instructional/Summer/Other

ECASD Flyer Info

Posting links electronically	PDF format – send to tpiperthompson@ecasd.us
W, March 7, 2018	Summer Prime Times Delivered
W, August 25, 2018	F/W Prime Times Delivered

APPENDIX R

Recreation Personnel Checklist

Community Services Department - Recreation

Personnel Procedures

(recruitment, orientation, discipline, and termination)

Reviewed 5-1-17
Approved by Recreation Manager

Recruiting and Hiring an Employee

☐ Review and update job descriptions and job postings (full-time and part-time)
☐ Clear job database on Neogov and update information January 1 and July 1 each year
☐ Create job order and send to Human Resources
☐ Human Resources creates all advertising, updates job descriptions on the City website, and links to the online application with deadline
☐ Human Resources answers questions from applicants, but may refer the candidate to staff for more detailed information about the position. There is a "contact human resources" link on the internet site
☐ Create selection matrix (criteria used for selection of applicants)
☐ Request release of applications from Human Resources
☐ Review applications
☐ Select candidates to interview
☐ Send selection matrix and candidate list to Human Resources (full-time)
☐ Schedule interviews (contact candidates)
☐ Develop a list of interview questions and send to Human Resources for review and approval
☐ Determine what testing is required or desired
☐ Create an interview rating matrix to evaluate each candidate interviewed
☐ Conduct the interview

- Explain Position (provide job description)
- Explain the benefits (if any)
- Provide "Background Disclosure Form" (have them sign it)
- Explain testing (if any)
- Present the Personal Evaluation Profile Exam (full-time) – administered by Human Resources
- Ask neopotism question *"Do you have any immediate family members or household members who are employed by the City of Eau Claire Parks & Recreation Department? (immediate family members would be defined as spouse, child, parent, sibling, step-parents, stepchild, and in-laws (brother-in-law, sister in-law, father or mother in-law, son or daughter in-law) by blood or marriage)"*
- Ask for availability
- Verify Certifications (if necessary)

☐ Request background check from Human Resources
☐ Check references
☐ Select candidate
☐ Make official offer (notify any conditions of employment at this time. (drug screening, computer testing, etc…)
☐ Determine start date
☐ Send employee "Confirmation of Employment" (part-time must return form with signature)
☐ Notify candidates that were not selected
☐ Return all interview materials to Human Resources

Employee Orientation and Training

☐ Complete federal and state employment forms provided by Human Resources
☐ Develop orientation and training schedule (general, program, facility specific)
☐ Provide employee manual (all that apply – general, program/facility)
☐ Schedule Munis training (accounting system) (full-time)
☐ Send network activation request using the online form on the City Intranet (full-time, program planners/facility specialists, and POS operators)
☐ Schedule computer training sessions with Information Services (IS) (full-time, program planners/facility specialists, and POS operators)
☐ Issue keys, FOB's and ask the employee to complete the agreement form (need four digit security code for security alarm) (full-time and program planners/facility specialists)
☐ Complete procurement card application (as needed full-time and program planners/facility specialists)
☐ Purchase or order uniform (if required)
☐ Facility tours (if necessary)
☐ Facility site orientation (information and emergency action plans) and preparation for recreation programs
☐ Issue equipment and clothing (if necessary)
☐ Complete verification of insurance and mileage forms and send to Human Resources/Payroll
☐ Collect "Training Acknowledgement" and "Personnel Orientation & Training Checklist" forms (must be completed and signed by employee)
☐ Train employees how to use 'When to Work" online scheduling program (part-time if applicable)
☐ Late Hires Orientation – employees are required to schedule a self-orientation work session where they will download the employee manual, view the orientation powerpoint slides, take an "open book" test, then meet with their immediate supervisor.

Employee Discipline

☐ Document all incidents with specific details/dates/times, copies of forms, video/surveillance, or any other evidence
☐ Notify immediate supervisor
☐ Consult with Human Resources for direction
☐ Written information should be approved by Human Resources prior to providing it to the employee
☐ Provide employee with appropriate warnings, written documentation, consequences, last chance agreement, personal improvement plan, or other opportunities to succeed (identify policies that have been violated)
☐ Schedule meeting with employee to set goals toward achieving success and improvement (employee should bring their written goals to this meeting)
☐ Develop list of questions for investigations and seek Human Resource approval
☐ Schedule interviews for issues or situations that require investigations (always have another employee, supervisor, or Human Resource representative with you)
☐ Determine how to proceed with the employee after review of evidence after consulting with Human Resources
☐ For mass seasonal hiring, enter the Personnel Action information on the comprehensive spreadsheet or for single hiring, complete the Personnel Action Form on City Intranet

Employee Termination or End of Season

☐ Provide employee with an end of season evaluation to be signed by the employee, then send to Human Resources. Make a copy for the employee.
☐ Provide employee with exit meeting and provide any documentation, termination letter (if necessary)
☐ Collect clothing/uniform, keys, fobs, purchasing cards, equipment issued, etc…
☐ Provide change of address form if the employee wants their check stub and tax forms to be sent to a different address than what is on their current pay record
☐ Annually professional staff will terminate seasonal employees from the payroll list if not returning (usually done in May)
☐ Send Personnel Action form requesting termination to Human Resources (if dismissed)
☐ Send network termination request using the online form on the City Intranet
☐ Send notification to full time facility managers regarding disabling alarm codes
☐ Consult with the administrative team to determine if safe codes need to be changed

APPENDIX S

Recreation Policies and Procedures

Eau Claire
PARKS, RECREATION, & FORESTRY
Live Life Better

Recreation Services Employee Manual (4.1)
Part-Time Seasonal Team

Revised April 2017
Approved by Recreation Manager

This Employee Manual will provide guidance in addition to the Employee Handbook. The Employee Handbook is available on the city's intranet site at http://172.20.1.6/

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